

Town of Westminster
Commonwealth of Massachusetts



Capital Improvement Plan
Fiscal Years 2018 - 2022

Introduction

The following is the Capital Improvement Plan (CIP) for FY2018 through FY2022 as proposed by the Capital Planning Committee. Inclusion of capital requests in years beyond 2018 does not necessarily mean that the Committee has voted to support those requests. The CIP is maintained by the Capital Planning Committee. This CIP document is published annually and is available to the Town of Westminster residents on the Town Website http://www.westminster-ma.gov/pages/WestminsterMA_BComm/Capital/index

The Capital Improvement Plan (CIP) is a multi-year plan used to determine the financing and timing of capital projects for the Town of Westminster. It contains a list of capital projects proposed for the Town within the next five years and reflects the recommendations of citizens, boards, commissions, and staff from each of the Town departments. The CIP provides an overview of each proposed project and lists the cost, funding method and the fiscal year the estimated expenditures will take place.

Importance of the Capital Improvement Plan

The CIP is important for the Town of Westminster since bond rating agencies stress the value of a CIP for a municipality seeking to borrow funds. The lack of a well developed CIP for long-term planning would have a negative effect on the bond rating for the Town of Westminster and result in higher interest rates on bonds issued. The impact would mean more tax dollars going to pay for the interest on loans. Standard & Poor's Ratings Services has raised its long-term rating to 'AA+' from 'AA' for the Town of Westminster.

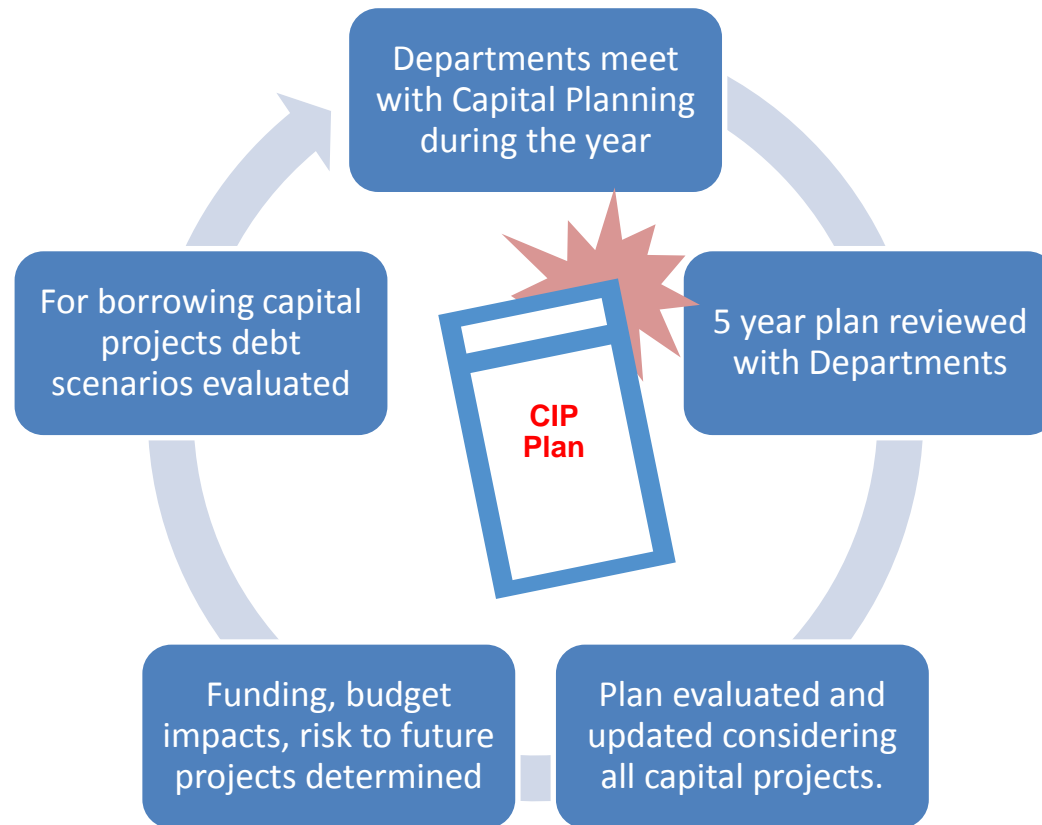
Additionally, a formalized process allows more time for the study of projects, encourages public discussion and allows boards, committees and citizens the opportunity to provide input, advice and recommendations with respect to proposed projects and expenditures. Another benefit from the capital planning process is that capital improvement efforts are coordinated and major capital projects can be timed so they roll into the debt schedule as other debt is ending. The development of a Capital Improvement Plan ensures sound fiscal and capital planning.

Funding

The CIP is financed from a variety of funding sources. The Capital Planning Committee identifies the funding source for each item/project on the five year plan. The Town has a number of stabilizations funds and these funds are leveraged to finance a portion of the CIP. At the end of each fiscal year the annual certified free cash is determined. The Capital Planning Committee recommends a portion of this free cash be transferred to different stabilization funds based on the needs of the five year CIP. Using the stabilization funds to fund the five year CIP helps control the budget and in turn the impact to the tax payer.

Capital Plan Process

The capital planning process is an on-going process that takes place throughout the year. Although the capital plan is linked to the annual budget, the process of creating and maintaining the capital improvement plan is a continuous process of reviewing/refining. The Capital Planning Committee meets throughout the year with various boards and departments to review/update the CIP. The proposed capital projects are reviewed and prioritized based upon the capital planning priority table. Projects are also examined in terms of their relationship to other projects and their compatibility with Town-wide goals and objectives. The Capital Planning Committee also utilizes the debt management, reserve and general financial policies in the development of the CIP.



The Capital Planning Process is an iterative cycle that revolves around the CIP. Annually, the CIP is published by the Capital Planning Committee and the upcoming fiscal years capital planning items/projects are placed on the Annual Town Meeting Warrant.

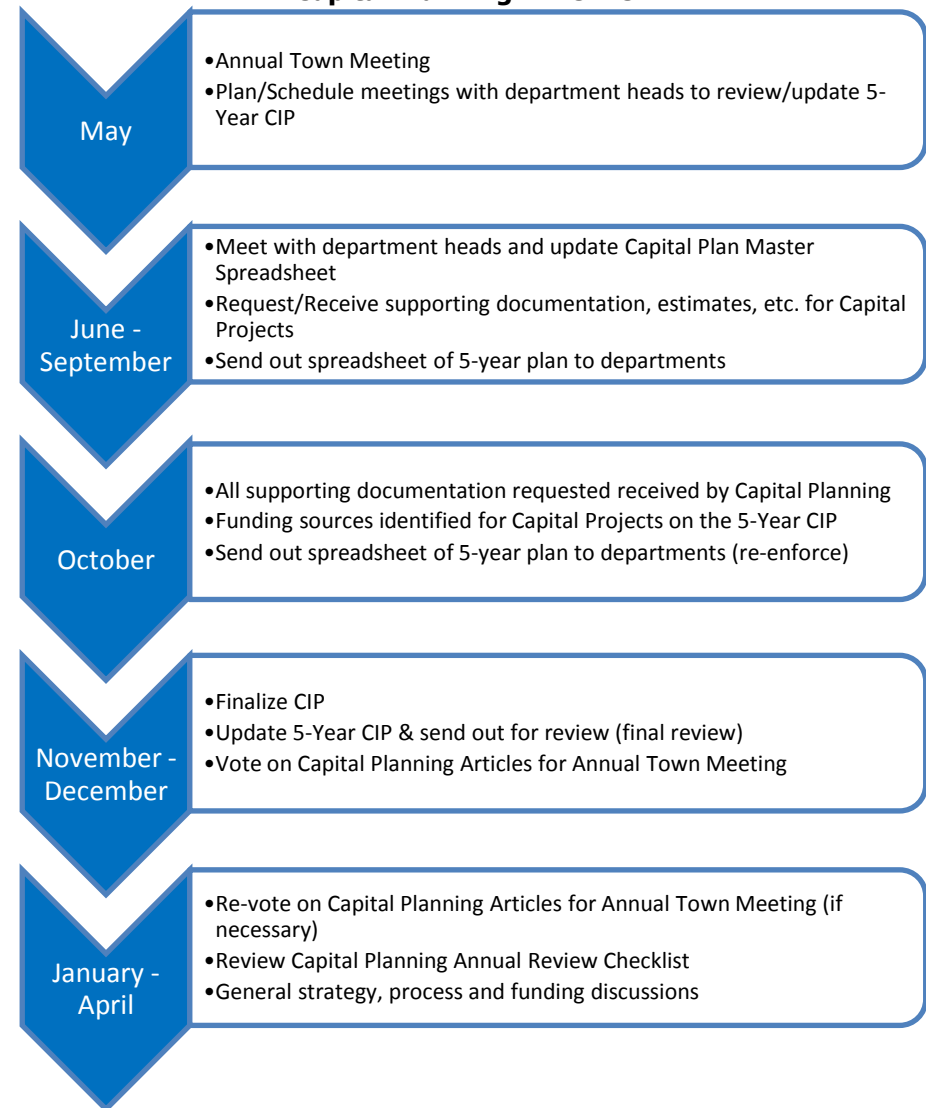
Capital Planning Guide/Timeline

Capital Planning is an ongoing process of planning and managing capital assets /projects. The following has been created by the Capital Planning Committee and is used as a guide for the capital planning process.

Capital Planning Guide

- The Capital Planning Committee will schedule meetings with department heads to review/update the 5-year Capital Improvement Plan (CIP) following the Annual Town Meeting. During these meetings department heads will provide updates on their various capital requests.
- Placeholders will not be used in the CIP – a project should be well defined when it is place on the CIP.
- Each project on the CIP should have supporting documentation (estimates, cost benefit analysis...etc.) as they move from 4 to 3 years out.
- Money from prior capital projects that have been approved at a prior Annual Town Meeting should not be used to fund future projects on the CIP. New capital projects should go through the capital planning process and be funded based on the capital planning priority/policies.
- The Capital Planning Committee will determine the funding source.
- The goal of the Capital Planning Committee is to finalize CIP for the next 5 years in the November/December time frame. The advantage of completing CIP prior to the start of budget season will allow the financial teams and department heads to focus on the operating budget and not the CIP.
- The Capital Planning Process is a separate from the annual budget process. The annual budget process no longer has a capital request form that can be used to submit capital requests for the next fiscal year. The CIP is a 5 year plan so adding new requests to the plan need to be considered well in advance and requires long term planning. If an emergency situation arises and something needs to be changed to the CIP the Capital Planning Committee should be contacted immediately.

Capital Planning Timeline



Capital Planning Bylaw

Chapter 15. CAPITAL PLANNING COMMITTEE

§ 15-1. Establishment; membership; officers. § 15-2. Study of capital projects and improvements. § 15-3. Development of policies and procedures. § 15-4. Submission of information concerning capital requests; consideration of and recommendation by Committee. § 15-5. Annual report; submission of budget. § 15-6. Publication of report and budget.

[HISTORY: Adopted by the Annual Town Meeting 5-4-2002 by Art. 43; amended in its entirety STM 2-26-2008 by Art. 14. Subsequent amendments noted where applicable.]

§ 15-1. Establishment; membership; officers.

The Board of Selectmen shall establish and appoint a committee to be known as the "Capital Planning Committee," composed of one member of the Board of Selectmen, one member of the Advisory Board, and three citizens at large. The Town Accountant, Treasurer/Collector, and Town Coordinator
Editor's Note: The Annual Town Meeting voted 5-1-2010 by Art 30 to authorize the Board of Selectmen to appoint a Town Administrator to replace the position of Town Coordinator. shall be ex-officio, nonvoting members of the Committee. The Committee shall choose its own officers.

§ 15-2. Study of capital projects and improvements.

The Committee shall study proposed capital projects and improvements involving major tangible assets and projects which: (1) have a useful life of at least three years; (2) have a dollar value of \$15,000 or greater.

§ 15-3. Development of policies and procedures.

The Committee shall develop policies and procedures, as necessary, to establish and maintain a capital improvements program.

§ 15-4. Submission of information concerning capital requests; consideration of and recommendation by Committee.

All officers, boards and committees shall each year, on or before the date specified by the Committee, give to the Committee, on the forms prepared by it, information concerning all anticipated capital requests requiring Town Meeting action during the ensuing five years. The Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the Town. No appropriation shall be voted for a capital improvement requested by a department, board or commission at an Annual Town Meeting, or at any Special Town Meeting, unless the Committee has first made a recommendation to such Annual Town or Special Town Meeting with respect to such proposed capital improvement.

§ 15-5. Annual report; submission of budget.

The Committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and Capital Improvement Program, including recommended capital improvements for the following four fiscal years after that. The report shall be submitted to the Board of Selectmen for its consideration and approval. The Board shall submit its approved capital budget to the Town Meeting for adoption by the Town.

§ 15-6. Publication of report and budget.

The Committee's report and the Selectmen's recommended capital budget shall be published and made available in a manner consistent with the distribution of the Advisory Board report. The Committee shall file its original report with the Town Clerk.

Capital Planning Priority Tables

All projects being considered for inclusion in the Capital Improvement Plan shall be grouped by priority according to the scale which follows.

Priority	Description
1	Projects that cannot reasonably be postponed. These projects will include those necessary to immediately protect the public health or safety; to comply with a health or safety mandate of the state or federal government; to alleviate a significant financial liability exposure; to provide for the continuation of a critically-needed Town program; or to meet an emergency situation.
2	Project which should be carried out within a few years in order to meet an anticipated public need; to replace an unsatisfactory or worn out facility; to make a major public facility useable; or to maintain minimum standards of facility usefulness. Projects in this category are generally those needed to reduce or stabilize operating budget costs; prolong the life of an existing capital asset by ten or more years; and/or provide for the continuation of an operating program which is dependent on a capital asset approaching the end of useful life.
3	Projects which are needed in order to meet documented new or expanded public service demands of the Town.
4	Projects which can be postponed or eliminated from immediate consideration for inclusion in the current capital improvement program, because they do not meet an immediate need or have not been subject to adequate planning.

Once the Capital Improvement Priority Scale of 1-4 has been assigned to a project, further review of all projects are done using the additional criteria below.

Category	Description
A	Projects that involve correcting a current Safety or Health issue, and/or to meet a Federal or State legal requirement.
B	Projects that are necessary to maintain the Town's current infrastructure: ---Buildings – Projects necessary to maintain existing Town buildings, not including projects to expand or modernize facilities. ---Equipment – Projects necessary to replace old existing equipment, which is no longer cost effective to repair with similar equipment.
C	Projects that are required to increase capacity of existing infrastructure and facilities in order to accommodate the increase in growth of the Town.
D	Projects that are designed to modernize and upgrade existing Town infrastructure and facilities. Such priorities may be appropriately weighted and adjusted according to: a. The number of actual or potential users of, or those who benefit from, such project, and; b. Quantifiable and Non-quantifiable benefits.

Town of Westminster
Report of the Capital Planning Committee
Fiscal Years 2018 - 2022

Report from the Capital Planning Committee

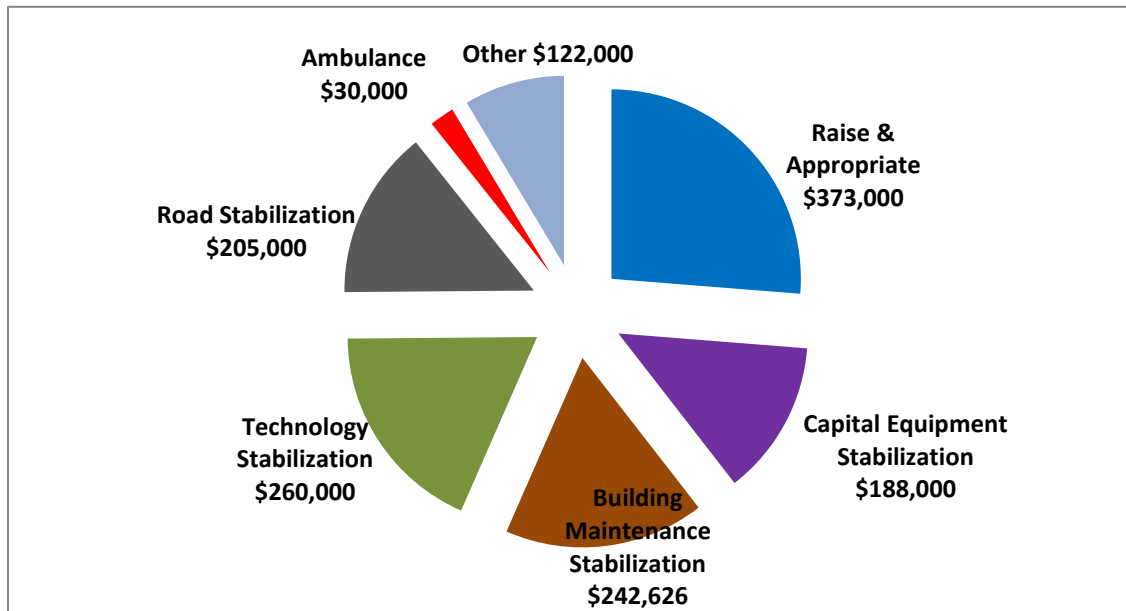
The primary focus of the Capital Planning Committee is to study, research and make recommendations on capital improvement projects. In addition the committee may develop processes and policies in order to maintain the capital improvement program. A set of financial policies have been created by the Capital Planning Committee and approved by the Board of Selectmen on October 27, 2014. These policies can be found in the Appendix at the end of this document and are key items to the Capital Planning Process.

The Capital Planning Committee has met with the various department heads over the past year and developed the following five year CIP. The committee is pleased to recommend the following report to the Town of Westminster.

FY2018 Capital Plan

The proposed CIP for FY2018 totals \$1,420,626. The FY2018 CIP is funded from a combination of sources: Raise & Appropriate (taxes), Stabilization Accounts, Enterprise Funds and Other funding (e.g. Chapter 90, Ambulance Receipts...etc). The following chart (Chart 1) illustrates the breakdown of the funding for the FY2018 Capital Plan.

Chart 1 - FY2018 Capital Funding Chart



For additional details regarding the FY2018 - FY2022 Capital Plan Proposal please refer to the "Capital Planning Detail Sheets" contained within this document.

FY2018 Capital Plan (cont.)

The purpose of the committee is to study capital (tangible assets and projects) spending requests with a dollar value greater than \$15,000. The committee is charged with preparing annual capital spending recommendations to be submitted to the Board of Selectmen and Advisory Board and to be published in the Advisory Board booklet. The committee is also charged with developing a long range capital plan of at least five years.

The following is the FY2018 Recommendation from the Capital Planning Committee.

Table 1
FY2018 Capital Plan

Department	Project	Raise & Appropriate	Capital Equipment Stabilization	Building Maintenance Stabilization	Technology Stabilization	Road Maintenance Stabilization	Water & Sewer Enterprise	Ambulance	Chapter 90	Other
Dept of Public Works	Road Maintenance	\$250,000								
Dept of Public Works	Eng Design Rte. 140					\$205,000	* Previously approved in May 2 2015 Annual Town Meeting spread over 3 years			
Dept of Public Works	Wacker Roller	\$25,000								
Dept of Public Works	Storm Water Permit									\$50,000
Police Department	2013 Ford Interceptor		\$45,000							
Police Department	2007 Radar 9000 Trailer		\$20,000							
Police Department	2009 Message Board		\$18,000							
Police Department	2008 Chevy Outlander		\$35,000							
Police Department	Portable Radios		\$70,000							
Fire Department	2001 KME Fire Engine	\$65,000								
Fire Department	Portable Radios				\$75,000					
Fire Department	Cardiac Monitors							\$30,000		
Public Safety	Feasibility Study									\$25,000
Technology	Accounting Software									\$25,000
Technology	Computer Replacement	\$33,000								
Technology	Public Safety Radio Equipment				\$150,000					
Town Hall	Upgrade Telephone System				\$35,000					
Town Hall	Town Government Study									\$22,000
Town Hall	AC Condenser			\$78,000						
Schools (MHS &WES)	See Detail sheets			\$55,800						
Schools (Dist/Oak/OL)	See Detail sheets			\$108,826						
Totals		\$373,000	\$188,000	\$242,626	\$260,000	\$205,000	\$0	\$30,000	\$0	\$122,000

Stabilization Fund Summary

The goal of the Capital Planning Committee is to develop a fiscally responsible five year CIP and identify funding sources for at least the next three years of the plan. All Capital requests will be reviewed and prioritized by the Capital Planning Committee using the priority tables contained within this document. Furthermore, the five year CIP will be utilized as a planning tool to determine future Stabilization Fund Amounts.

Part of the CIP is funded from Stabilization Funds. Maintaining adequate stabilization fund levels is important to the financial stability of the Town. The Capital Planning Committee has defined minimum levels for each stabilization fund. As the Capital Planning Committee refines the five year CIP and identifies the funding sources the stabilization fund levels will be monitored. Adjustments to the five year CIP and/or funding sources may be required if future Stabilization Fund levels drop too low. Chart 2 illustrates the stabilization fund levels from 2008 through 2016 (amount includes the Capital Equipment, Building Maintenance and Technology Stabilization Funds). Chart 3 lists the stabilization fund amounts after the Fall Town Meeting on 11/29/2016.

The stabilization fund levels have improved over the past few years with the biggest increase in the past two years. The certified free cash for FY2016 was approximately 3.7 million dollars. This is higher than the typical average. The main contributing factor to this higher than average free cash amount was due to local receipts from the landfill. The landfill receipts came in at approximately 2 million over the amount estimated. The landfill receipts are expected to continue to exceed the estimated amounts in the future since the long term plan is to eliminate this revenue from the operating budget. Since the landfill will close at some point it is critical that revenue from this source be removed from the operating budget. The recent influx of free cash greatly helped the stabilization fund levels and will help fund the five year CIP.

Chart 2
Combined Amount in 3 Stabilization Funds
(Capital Equipment, Building Maintenance and Technology)

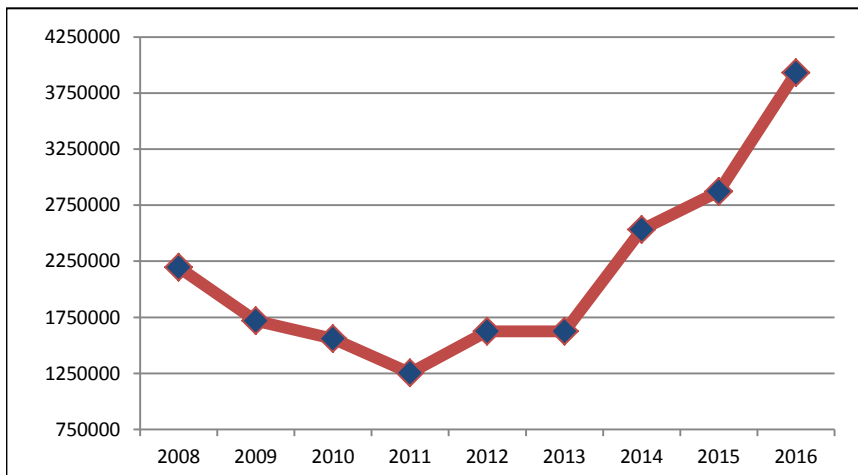
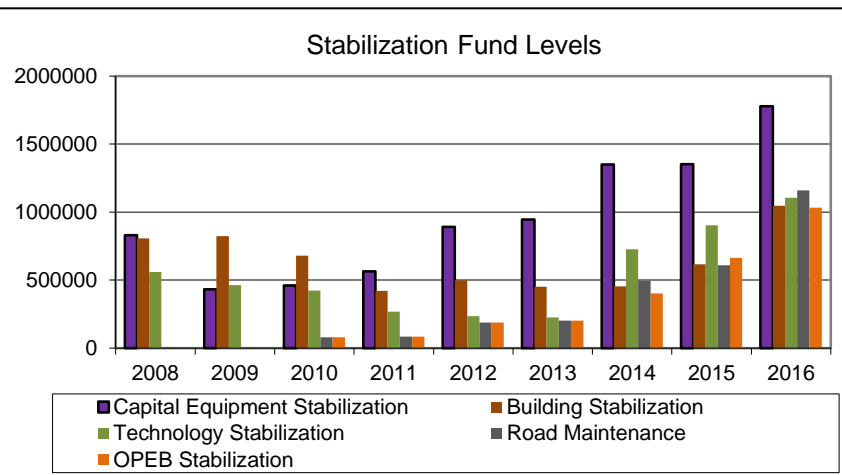


Chart 3
Stabilization Fund Amount on 11/29/2016



Stabilization Funds - Encumbered

An important aspect of the Stabilization Funds is not only the current levels but also the levels over the next five years as they are used to fund the CIP. A portion of the amount in the Stabilization Funds are encumbered or reserved for future capital purchases. This encumbering of funds is essential in funding the five year CIP and ensures that not only will capital purchases happen in a timely manner but the impact of these projects have a minimum effect to the overall budget. The following Table reflects the amounts encumbered in each of the Stabilization Funds over the next five years based on the current CIP.

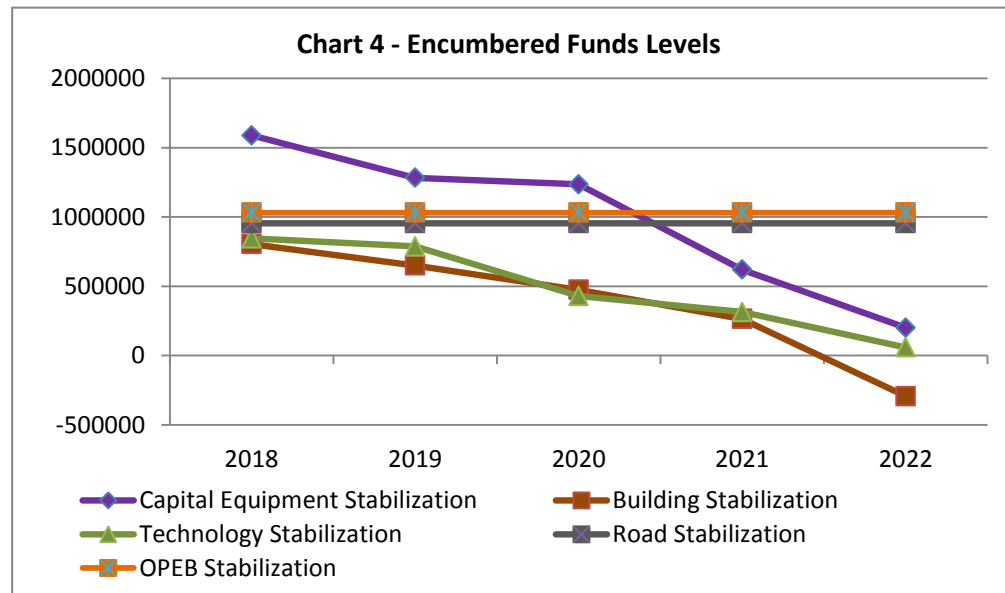
Table 2
Stabilization Fund Amounts Encumbered to fund the CIP

Stabilization Funds	2018	2019	2020	2021	2022	5 Year Total
Capital Equipment Stabilization	\$188,000	\$307,000	\$47,000	\$615,000	\$420,000	\$1,577,000
Building Maintenance Stabilization	\$242,626	\$154,461	\$175,708	\$210,192	\$557,318	\$1,340,305
Technology Stabilization	\$260,000	\$57,500	\$358,000	\$115,000	\$255,000	\$1,045,500
Road Maintenance Stabilization	\$205,000					\$205,000
OPEB Stabilization						

Taking into account the future Stabilization Fund encumbrances the chart on the right shows the impact to the fund levels.

The fund levels will decline if no additional money is transferred back into the Stabilization Funds. This is an important factor to understand when considering the Stabilization Fund levels. Each year the Town votes to transfer money back into the Stabilization Funds from the Certified Free Cash.

The amount transferred back into the Stabilization Funds is something that the Capital Planning Committee recommends based on the five year CIP. The amount transferred into the Stabilization Funds is part of a plan based on what is expected to be used in the future.



Some of the amounts in the Stabilization Funds reflected in FY2022 fall below the minimum (some drop below \$0) stabilization fund levels established by the Capital Planning Committee in their Reserve Policy.

Debt Summary

A comprehensive CIP involves a strategy that includes a debt management plan. The debt management plan should be developed to meet the financing needs of the Town in a cost effective manner, taking into account Town priorities, as well as legal, financial, and structural considerations. The Capital Planning Committee has defined a debt policy to ensure that debt is managed within sustainable levels based upon annual revenues.

The following Table below show the current five year debt projections: (updated on 3/18/17). The information is broken out to show the date of vote, debt excluded vs non-debt excluded, amount and mature date of the projects.

Table 3
Debt Summary - 5 year projection

Description	Date of Vote	Debt Excluded	Amount Voted	Debt Matured	FY2018	FY2019	FY2020	FY2021	FY2022
*Sewer Extension Bond	4/15/2004	Yes	\$3,515,000	FY2019	\$230,000	\$230,000			
*Sewer Extension Bond - Interest					\$18,860	\$9,545			
***Rte 140 Design	5/2/2015	No	\$410,000						
***Rte 140 Design - Interest									
Senior Center Bond	4/1/2015	Yes	\$2,830,100	FY2030	\$190,000	\$190,000	\$190,000	\$190,000	\$190,000
Senior Center Bond - Interest					\$61,000	\$57,200	\$53,400	\$49,600	\$45,800
**South Street Water Main	5/1/2010	No	\$500,000	FY2017	11/19/2013 transferred balance to Water Main Replacement				
**South Street Water Main - Interest									
**Water Main Replacement	2/6/2013	No	\$600,000	FY2019	\$240,000				
**Water Main Replacement - Interest					\$2,752				
***Septic Management Plan	5/4/2013	No	\$300,000						
***Septic Management Plan - Interest									
South Street Redesign	3/1/2011	No	\$350,000	FY2016					
South Street Redesign - Interest									
2014 KME Fire Engine	7/10/2013	No	\$550,000	FY2019	\$110,000	\$110,000			
2014 KME Fire Engine - Interest					\$2,200	\$1,100			
Town Hall Bond	5/1/2007	No	\$3,700,000	FY2017					
Town Hall Bond - Interest									
****Sewer In-line Storage Project	4/11/2016	Yes	\$2,500,000		0	50,725	50,725	50,725	50,725
****Sewer In-line Storage Project - Interest					18,000	55,798	54,403	52,907	51,512

* 50% paid through betterment

****85% taxation and 15% from sewer enterprise

** Water Receipts Reserve

***Authorized and Unissued Debt

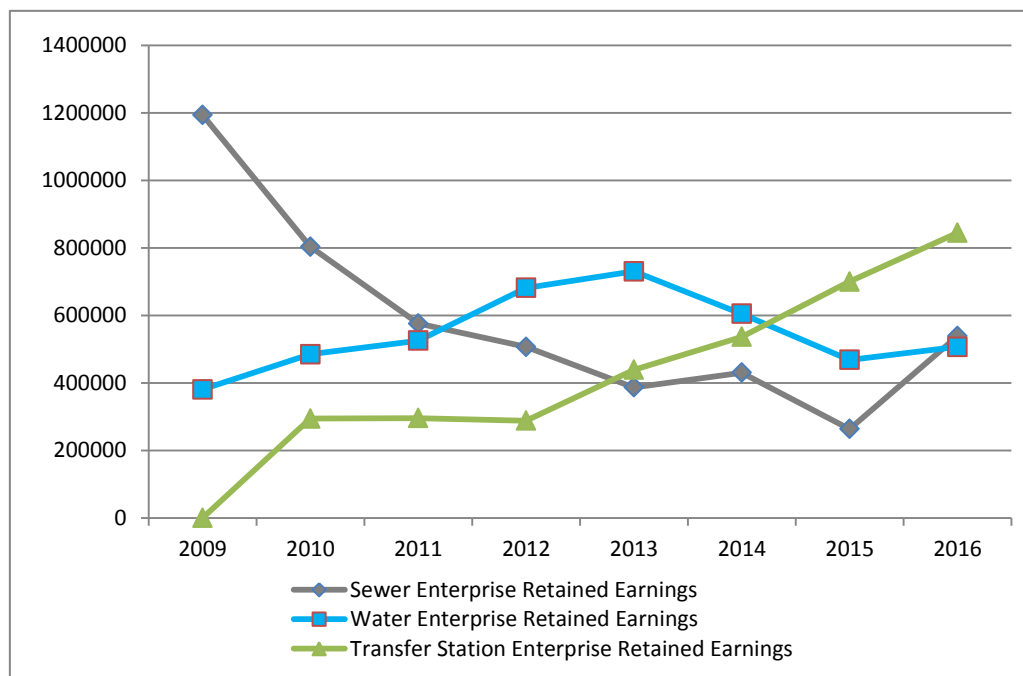
Enterprise Funds

Enterprise funds establish a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods and services. The Town has three enterprise funds (water, sewer and transfer station). Some of the items on the CIP are funded by the enterprise funds. For example, if a pick up truck used by the water/sewer department is in need of replacement, then the funding for a new truck would come from the water and sewer enterprise funds. In addition some items on the debt schedule are funded or partially funded by the enterprise funds (this is noted on the debt schedule - see previous page).

Similar to the stabilization funds, the enterprise fund levels must be maintained at adequate levels for financial stability. The chart on the right shows the Sewer, Water and Transfer Station Enterprise levels from 2009 to 2016.

The Water Enterprise Fund level has increased from \$380,726 in 2009 to \$730,200 in 2013 but has slightly declined to \$506,859 in 2016. The Sewer Enterprise Fund level has declined since 2009. In 2009 the Sewer Enterprise fund was slightly under 1.2 million dollars. In 2015 the fund was at \$263,344. The Sewer Enterprise fund did increase in 2016 to \$538,551.

Approximately 47% of the Sewer Enterprise expenditures are for collection charges paid to the City of Fitchburg. Another 26% is used to pay the debt for the sewer extension bond.



Overall, the status of the Town's financial position is positive. The stabilization funds have been restored to adequate levels and the Town now has an adopted policy addressing these funds and their minimum levels. In addition the five year CIP is successfully leveraging these funds for future capital expenses and thus keeping the amount needed to raise & appropriate from taxes consistent year over year. The Town debt levels are expected to decrease in FY2018 once the bond for the Town Hall is retired. The Enterprise Fund levels are being monitored and the long range plan is to grow these levels in order to support future capital projects.

The next few pages of the report are intended to expand on a few of the larger Capital Improvement Projects that are either currently on the plan or are expected to be added in the new few years. The goal is to inform and increase the awareness of these projects to the residents of Westminster.

Route 140 Design Project

A project for the engineering design for Route 140, i.e., Hager Park and Worcester Roads was approved at the May 2, 2015 Annual Town Meeting. This project will address a number of road repairs and flooding issues along this section of roadway. The area on Worcester Road in the vicinity of Mile Hill and Gatehouse Roads in particular has flooding issues and is a safety concern. The design will span Route 140 from Narrows Road all the way to the Princeton Town Line. The project construction costs have been approved for Transportation Improvement Program (TIP) funding. TIP is a multi-year program of capital improvements that reflect the needs of the regional transportation system. The design will be submitted in stages to the Massachusetts Department of Transportation for review, comment and approval. During the design phase, the Town will be advocating for the project schedule within the TIP. Once the project is placed on the TIP and the design is finalized and approved (which could take a number of years) the construction would begin and the costs would be picked up by the State. Recently, a TIP project was done for South Street. The design phase of the project is just getting underway. There are multiple phases during the design and it will more than likely take another 2 years before construction begins.

Water Storage Tank (Ellis Road Standpipe) Project

A project for replacing the water storage tank on Ellis Road is being planned. A USDA Rural Development loan will be applied for this Spring to fund this project. The loan may have a grant component and if an acceptable grant is offered then there will be a request at the Special Fall Town Meeting to accept the loan and grant (the loan would be paid back from the water enterprise fund). The goal would be to bid the project out during the winter months to get a competitive bid for the 2018 construction season. The cost of this project is estimated to be 1.6 million dollars. The existing storage tank is at the end of its useful life (60+ years old).

Water Main Improvement Program

An ongoing project to replace/upgrade aging/deficient water mains to improve water quality, fire protection and water storage tank tracking over a period of 20-years. Recently completed projects include replacing/upgrading water mains on South, Bacon, Elliott and Pleasant Streets. The Water Department's water main improvement program plan is to replace approximately 30,000 linear feet of water main over the twenty year period (approximately 14% of the water system) at an estimated cost of \$5.0 million dollars.

Whitmanville Road Bridge Design Project

The engineering and construction for this project will be fully funded with state and/or federal monies. The MassDOT performs inspections on municipal owned bridges that have a clear span > 20 feet. The MassDOT has performed inspections on this bridge which have shown a need to replace the bridge. The engineering for this project has started and construction is projected to start in 2020.

Old Town Farm Road Culvert Replacement

The engineering to replace 24-inch twin culverts with a 5-foot by 3-foot box culvert design is complete. The construction is being planned for the near term. Preliminary estimates for the construction of this project range from \$150,000 to \$175,000. The use of MassDOT Chapter 90 monies is being discussed to supplement Town funds to complete this project.

Sewer Extension Projects

Multiple projects to extend sewers in environmentally sensitive areas in Town once the Whitman River sewer upgrades have been completed. Projects include sewerage CWMP Phases 1 and 2 which include the following areas in Town: Phase 1-Leino Park, Lakewood Park, Dawley Road, Phase 2-Lake Drive East and Edro Isle. Preliminary engineering design costs for Phase 1 range from \$700,000 to \$800,000 and for Phase 2 from \$500,000 to \$600,000. Preliminary construction costs for Phase 1 range from \$4,000,000 to \$4,500,000 and for Phase 2 from \$2,700,000 to \$3,000,000. Both Phases are expected to take 3 years each from the start of design to the end of construction. The planned start date for these projects is being discussed as well as the funding of the projects.

Road Improvement Project

A project for improving the overall roads in Westminster is being discussed. DPW has been working on a comprehensive plan that will span multiple years with the goal of improving the average pavement condition index (PCI).

MS4 Storm water Permit

Update the MS4 storm water permit detail sheet description to state: "This request is for the newly issued NPDES Storm water Massachusetts Municipal Separate Storm Sewer System (MS4) General Five-Year Permit issued by the U.S. EPA. The new permit will be effective on July 1, 2017. Money was set aside in free cash for Year-1 compliance of this permit. Yearly funding will be required to comply with this permit.

Public Safety Building

The committee that was formed to look at the needs of the public safety has been disbanded. The building is still in need of updating and replacing of items. A plan is being drafted to start upgrading and replacing aging items within the building. Included in the CIP for FY2018 is a feasibility study that is required in order to assist with planning the building needs/repairs.

Community/Senior Center

The addition of a portico is underway. The Community Center Building Committee is discussing additional projects.

Tower Fire Engine

A project for replacing the Tower Fire Engine is not yet on the five year CIP but is currently slated for FY2025. Although FY2025 is a number of years away, it is important to start discussing funding options now in order to have the least amount of impact to the tax payers. A tower truck provides significant advantages over the traditional ladder truck with the main advantage being safety. A fire fighter can safely maneuver the bucket into position to best fight a fire and does not have to climb up and down a ladder that is wet and sometimes frozen. In addition, in a rescue situation rescued persons can be lowered to the ground rather than having to climb down a ladder. Another advantage is reach - a tower can extend out as well as up thus allowing a fire fighter to reach a home from the road. With all light weight construction buildings are made to depend on each component to support its own weight. When fire weakens one or more the building fall down faster endangering the people and firefighters. Another major advantage to a tower is that it can operate in any angle fully extended without fear of collapsing. This vehicle also allows us to operate with fewer people because of the safety factor.

Dispatch Radio System Upgrade

A project for upgrading the radio system in Town was added to the CIP last year. The radio system supports the Police, Fire and DPW departments allowing radio communication throughout the Town. The Town of Westminster is approximately 35 square miles and covering this area requires radio equipment at a number of locations. This radio equipment consists of various components such as receivers, repeaters, towers, antennas, enclosures, battery backups and generators. The current communication equipment covering the Town is located on Ellis Road, Goodrich Drive, Franklin Road, South Ashburnham Road, Academy Hill (Barn), Public Safety and DPW buildings. Over the next few years the plan is to replace, upgrade and add to the radio system to enhance the stability, redundancy and overall coverage. Reliable radio communications is a critical safety factor for the Town's first responders. The following is a high level timeline and description of the upgrade plan.

- FY2015 - replace 3 repeaters located in the Ellis Rd radio building (one repeater per department and provides backup in case one fails)
- FY2016 - setup another repeater site on Goodrich Dr. (includes repeater for police/fire, enclosure, antenna, battery backup)
- FY2017 - upgrade repeater at Franklin Rd and setup another receiver at Overlook Middle School
- FY2018 - inspect tower on South Ashburnham Rd and install 3 repeaters, Microwave Connection, Outdoor Enclosure, and Generator
- FY2019 - replace Emergency Management repeater in the Academy Hill Barn
- FY2020 – replace tower at the public safety building and add/replace radio consoles
- FY2021 – add tower, repeaters and micro wave connection somewhere in the south west side of Town – this area is currently poorly covered

Town of Westminster
5 Year Capital Improvement Plan
Fiscal Years 2018 - 2022

5 Year Capital Plan

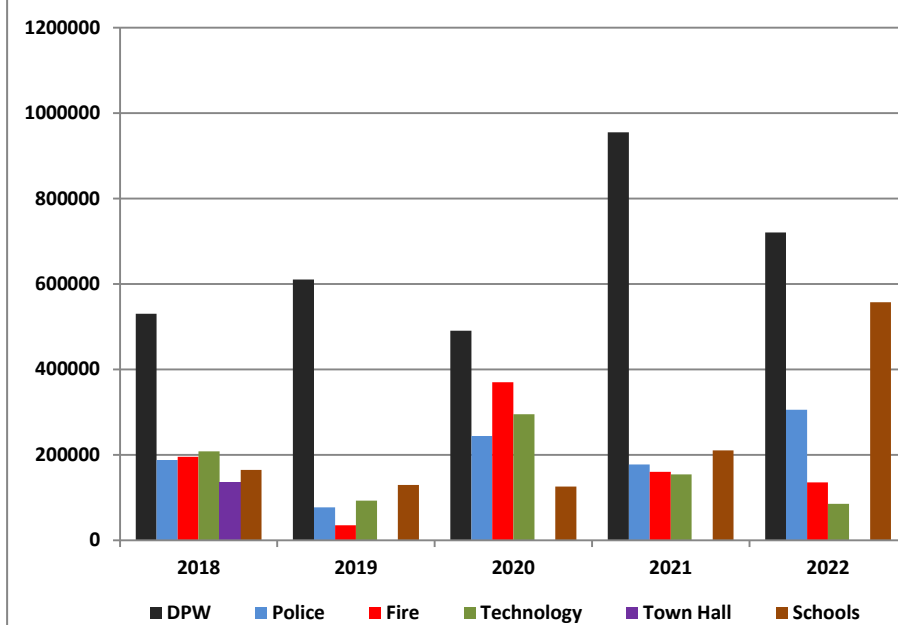
Dept	Item #	DESCRIPTION	ACQUIRED	REPLACE (FY)	2018	2019	2020	2021	2022
DPW	R	Road Maintenance		RA	FY2018	250,000	275,000	300,000	300,000
DPW	R	Road Maintenance - Engineering Design Rte. 140		RDS	FY2018	205,000	Previously approved at May 2 2015 Annual town Meeting - spread over 3 years		
DPW	VE-30	Wacker Roller	12/1/1992	RA	FY2018	25,000			
DPW	H	Storm Water MS4 Permit		O	FY2018	50,000	-		
DPW	W	Water Storage Tank - Ellis Road		BR-WE	FY2018		40,000	40,000	40,000
DPW	VE-6	1988 Ferguson Roller	12/1/1988	RA	FY2019		45,000		
DPW	VE-22	1992 Ford L8000	2/16/2000	C	FY2019		180,000		
DPW	VE-15S	VE-15 sander dump body (6 wheel truck)		C	FY2019		45,000		
DPW	BP-1	DPW Office & Maintenance Building	1/1/1973	B	FY2019		25,000		
DPW	VE-18 (W/S)	2009 Ford F350 Pick-Up Truck	7/6/2009	W/S	FY2020			50,000	
DPW	R	Road Maintenance - Easements Rte. 140		BR	FY2020		100,000		
DPW	VE-5	2005 John Deere Loader 544J	9/14/2005	C	FY2021				175,000
DPW	VE-15	2010 Mack 6-Wheel Truck	9/14/2009	C	FY2021				150,000
DPW	VE-25	2010 Elgin Pelican St. Sweeper	6/29/2010	90	FY2021				200,000
DPW	VE-27	2000 Lee Boy Paver	12/1/2000	C	FY2021				90,000
DPW	VE-3	2008 Trackless Tractor MT	7/10/2008	C	FY2022				
DPW	VE-14	2005 Mack CV713 10-Wheel Truck	4/5/2005	C	FY2022				140,000
DPW	VE-28	2011 Ford F150 Pickup Truck	7/27/2011	C	FY2022				200,000
DPW	VE-28	2011 Ford F150 Pickup Truck	7/27/2011	C	FY2022				40,000
Police	VE-2 7683	2013 Ford Interceptor	7/30/2012	C	FY2018	45,000			
Police	VE-8	2007 B&W Radar 9000 Trailer	10/31/2007	C	FY2018	20,000			
Police	VE-12	2009 Message Board	7/1/2009	C	FY2018	18,000			
Police	VE-14	2008 Chevy Outlander (Detective)	12/14/2007	C	FY2018	35,000			
Police	BP-10	Portable Radios	7/1/2011	C	FY2018	70,000			
Police	VE-4 4073	2015 Ford Interceptor Utility	5/9/2015	C	FY2019		47,000		
Police	BP-11	Bullet Proof Vests	7/1/2014	RA	FY2019		30,000		
Police	VE-7 7606	2015 Ford Explorer Utility	12/1/2014	C	FY2020			47,000	
Police	VE-9 138	2016 Ford Interceptor Utility	12/1/2015	RA	FY2020			47,000	
Police	BP-3	Dispatch Equipment	1/1/2002	T	FY2020			100,000	
Police	BP-8	Burg/Fire Alarm System	1/1/2007	B	FY2020			50,000	
Police	VE-10 78	2013 Ford Interceptor Utility	5/1/2015	RA	FY2021				47,000
Police	BP-4	Police/Fire Radio Building	1/1/1998	C	FY2021				75,000
Police	BP-17	Mobile Radios	7/1/2011	C	FY2021				55,000
Police	VE-1 Lt	2011 Dodge Charger	5/27/2011	C	FY2022				
Police	VE-6 189	2015 Ford Explorer Utility (K9)	2/1/2015	RA	FY2022				40,000
Police	BP-5	Police/Dispatch Software	1/1/2008	T	FY2022				55,000
Police	BP-12	Cruiser Video Recorders	7/1/2011	T	FY2022				150,000
Police	BP-12	Cruiser Video Recorders	7/1/2011	T	FY2022				60,000
Fire	VE-9 (E2)	2001 KME Fire Engine	7/10/2001	RA	Fy2018	65,000			
Fire		Public Safety		O	FY2018	25,000			
Fire		Portable Radios	1/1/2003	T	FY2018	75,000			
Fire	A	Cardiac Monitors		A	FY2018	30,000			
Fire	VE-12	Comp Air Breathing Air Compressor	1/1/1999	C	FY2019		35,000		
Fire	VE-5 (E1)	1999 KME Fire Engine	4/5/1999	BR	FY2020		See Note **	120,000	120,000
Fire	A-2	2011 GMC Cut Van Ambulance	2/1/2012	A	FY2021			250,000	
Fire	VE-13 (Car 2)	2013 Chevy Tahoe	9/1/2012	C	FY2021				40,000
Fire	VE-16	1982 Boat and Trailer	9/21/1982	RA	FY2022				15,000
Note ** Due to the lag time to build a new Fire Engine this request will either need to be voted on the 2017 Fall Town Meeting or the 2018 Annual Town Meeting									

5 Year Capital Plan

Dept	Item #	DESCRIPTION	ACQUIRED	TYPE	REPLACE (FY)	2018	2019	2020	2021	2022
Technology		Accounting Software		O	FY2018	25,000				
Technology		Computer Replacement		RA	FY2018	33,000	35,000	37,000	39,000	40,000
Technology		Dispatch Radio Equipment		T	FY2018	150,000	25,000	200,000	80,000	
Technology		Exchange Server		T	FY2019		20,000			
Technology		Projection System - Library 3rd Floor		T	FY2019		6,500			
Technology		System Library Cameras		T	FY2019		6,000			
Technology		Domain Controller Server		T	FY2020			8,000		
Technology		Library Phone System		T	FY2020			20,000		
Technology		Digital Signage - TH Folyer		T	FY2020			10,000		
Technology		Security Access Card System - PSB		T	FY2020			20,000		
Technology		Replace Virtualized Server		T	FY2021				35,000	
Technology		Replace Virtualized Server		T	FY2022					10,000
Technology		Replace Virtualized Server		T	FY2022					35,000
Town Hall		Upgrade Telephone System - Town Hall		T	FY2018	35,000				
Town Hall		AC Condenser		B	FY2018	78,000				
Town Hall		Government Feasibility Study		O	FY2018	22,000				
MHS		Replace Windows		B	FY2018	13,800				
MHS		Re-Pave Playground		B	FY2018	12,000				
WES		Wireless Upgrade		B	FY2018	30,000				
District	Regional	Phone System Replacement		B	FY2018	14,686				
Oakmont	Regional	Fire Safety Panel		B	FY2018	19,859				
Oakmont	Regional	Auditorium Lights		B	FY2018	4,256				
Oakmont	Regional	Walk Behind Floor Scrubber		B	FY2018	4,569				
Oakmont	Regional	Exterior Board Replacement		B	FY2018	11,192	22,559	18,315		
Overlook	Regional	Network Cabling		B	FY2018	31,008				
Overlook	Regional	Wireless Upgrade		B	FY2018	18,088				
Overlook	Regional	Floor Replacement		B	FY2018	5,168	5,168	5,168	5,168	5,168
MHS		Wireless Upgrade		B	FY2019		15,000			
MHS		New Cafeteria Tables		B	FY2019		13,200			
District	Regional	Security System Phase 2		B	FY2019		41,960			
Overlook	Regional	Locker Replacement - 7th grade wing		B	FY2019		16,538			
Oakmont	Regional	Ride on Floor Scrubber		B	FY2019		9,362			
Oakmont	Regional	New Generator Fuel Tank		B	FY2019		5,674			
MHS		Resurface Gym Floor		B	FY2020			15,000		
District	Regional	2011 Dump Truck - Replacement		B	FY2020			42,186		
Overlook	Regional	Bathroom Partition Replacement		B	FY2020			16,615		
Overlook	Regional	Bleachers in Gym		B	FY2020			28,424		
MHS		Foyer Work		B	FY2021				150,000	
District	Regional	2013 F350 Ford Truck with Plow		B	FY2021				20,980	
Oakmont	Regional	Network Cabling Upgrade		B	FY2021				34,044	
MHS		Gym Partition		B	FY2022					36,600
MHS		New Generator		B	FY2022					52,000
WES		New Tractor		B	FY2022					38,000
Oakmont		New Chiller		B	FY2022					425,550
						1,420,626	943,961	1,524,708	1,656,192	1,802,318
Funding Key - RA=Raise & Arppropriate C=Capital Stabilization B=Building Stabilization T=Technology Stabilization RDS=Road Stabilization A=Ambulance Receipts O=Other Funds 90=Chapter 90 Funds S=Sewer Enterprise W=Water Enterprise BR=Borrowing BR-WE=Borrowing Water Enterprise BR-SE=Borrowing Sewer Enterprise										

5 Year Capital Plan

5 Year CIP Totals



Capital Plan Totals by Department					
DPW	\$530,000	\$610,000	\$490,000	\$955,000	\$720,000
Police	\$188,000	\$77,000	\$244,000	\$177,000	\$305,000
Fire	\$195,000	\$35,000	\$370,000	\$160,000	\$135,000
Technology	\$208,000	\$92,500	\$295,000	\$154,000	\$85,000
Town Hall	\$135,000	\$0	\$0	\$0	\$0
MHS	\$25,800	\$28,200	\$15,000	\$150,000	\$88,600
WES	\$30,000	\$0	\$0	\$0	\$38,000
Oakmont	\$39,876	\$37,595	\$18,315	\$34,044	\$425,550
Overlook	\$54,264	\$21,706	\$50,207	\$5,168	\$5,168
District	\$14,686	\$41,960	\$42,186	\$20,980	\$0
	\$1,420,626	\$943,961	\$1,524,708	\$1,656,192	\$1,802,318

Capital Plan Totals General Government compared to Schools					
General Gov	\$1,256,000	\$814,500	\$1,399,000	\$1,446,000	\$1,245,000
Schools	\$164,626	\$129,461	\$125,708	\$210,192	\$557,318
	\$1,420,626	\$943,961	\$1,524,708	\$1,656,192	\$1,802,318

Capital Planning Detail Sheets
Fiscal Years 2018 - 2022

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Road Maintenance		Fiscal Year: 2018 - 2022	
Department: Highway - 422		Category/Priority: 1B	Article#
Date Acquired		Item #: DPW - R	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount: \$	



Description and Justification

This request is for the annual road maintenance costs. These include the purchase of materials for road work such as drainage pipes, catch basins, manholes, gravel, and crushed stone. It also pays for catch basin cleaning, guardrail repair and replacement, sidewalk repair and replacement, asphalt for pot hole repairs, asphalt for paving, preventative maintenance such as crack sealing and stone sealing, and capital improvements such as reclaiming and paving, mill and overlay, berms, and tree removal.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint							
Other	12	1,425,000	250,000	275,000	300,000	300,000	300,000

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Road Maintenance - Engineering Design Rte. 140		Fiscal Year: 2018	
Department: Highway - 422		Category/Priority: 1B	Article#
Date Acquired		Item #: DPW - R	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount: \$	



Description and Justification

This project is for design costs for Route 140 and would span from Narrows Road all the way to the Princeton Town Line. It would address a number of road repairs and flooding issues. The project construction costs have been approved for Transportation Improvement Program (TIP) funding. TIP is a multi-year program of capital improvements that reflect the needs of the regional transportation system. The design will be submitted in stages to the Massachusetts Department of Transportation for review, comment and approval. Once the project is placed on the TIP and the design is finalized and approved (which could take a number of years) the construction would begin and the costs would be picked up by the State. Recently a TIP project was done for South Street. This project was approved at the May 2, 2015 ATM and was spread over 3 years. This is the 3rd and final year.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design	7	615,000	205,000				
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Vibratory Asphalt Roller		Fiscal Year: 2018	
Department: Highway - 422		Category/Priority: 1B	Article#
Date Acquired: 12/1/1992		Item #: DPW - VE-30	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units: 1	EUL	Trade In: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount: \$	



Description and Justification

This request is to replace a 1992 Wacker RD880 Vibratory (1.5 ton) Roller. This piece of equipment will be 25 years old and used by the Highway Department when compacting road shoulders and paving roads. The equipment will have reached its expected useful life.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	12	25,000	25,000				
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Storm Water MS4 Permit			Fiscal Year: 2018	
Department: Highway - 422		Category/Priority: 1A		Article#
Date Acquired		Item #: Highway		
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units: 1	EUL	Trade In: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Trade in Amount: \$

Insert Picture	<p>Description and Justification</p> <p>This request is for the Storm Water MS4 Permit. This permit is required by the state and must be renewed. Money was set aside in Free cash for funding this permit renewal. There are some new requirements for this Storm Water Permit that will require funding - DPW is reviewing these additional requirements.</p>
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RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	15	50,000	50,000				
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Water Storage Tank - Ellis Road			Fiscal Year: 2019 - TBD	
Department: Water		Category/Priority: 1B		Article#
Date Acquired		Item #: DPW		
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units: 1	EUL	Trade In: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Trade in Amount: \$

Insert Picture	Description and Justification This project is for replacing the water storage tank on Ellis Road. The storage tank is at the end of its useful life. The purpose for the tank is to provide water for fire protection, peak demands and uniform pressure within the water system. We are investigating changing the type of tank and increasing the amount of storage to provide more stable pressure and improve water level tracking with the Shady Avenue water storage tank. We are also looking at increasing the pressure, i.e., increasing the elevation, as well as the location which will require a detailed study.
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RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	9,14	1.6M to 2M		40,000	40,000	40,000	40,000
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 1988 Ferguson Roller		Fiscal Year 2019	
Department: Highway - 422		Category/Priority 1B	Article#
Date Acquired 12/1/1988		Item # DPW - VE-6	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

This request is to replace a 1988 Ferguson 35A (3-6 ton) Roller. This piece of equipment is 30 years old and used by the Highway Department when compacting road shoulders and paving roads. The equipment will have reached its expected useful life.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	12	45,000		45,000			
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 1992 Ford L8000		Fiscal Year 2019	
Department: Highway - 422		Category/Priority 1B	Article#
Date Acquired 2/16/2000		Item # DPW - VE-22	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

This request is to replace a 1992 Ford L8000 6-wheel truck. The existing vehicle is over 24 years old and will have reached its expected useful life. This vehicle is used for plowing and sanding as well as general construction tasks. The replacement includes snow plow.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	1	180,000		180,000			
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Sander Dump Body		Fiscal Year: 2019	
Department: Highway - 422		Category/Priority: 1B	Article#
Date Acquired		Item #: DPW - VE-15S	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units: 1	EUL	Trade In: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount: \$	



Description and Justification

This request is to replace the combination dump/sander body on one of our 6-wheel trucks used by the Highway Department. The body will be 10 years old and will have reached its expected useful life. The body must be reliable year-round especially during winter sanding operations..

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	1	45,000		45,000			
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: DPW Office & Maintenance Building (Windows & Siding)		Fiscal Year: 2019	
Department: Highway - 422		Category/Priority: 1B	Article#
Date Acquired		Item #: DPW - BP-1	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount: \$	



Description and Justification

This request is to finish the siding and window replacement of the front DPW Building.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	25,000		25,000			
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 2009 Ford F350 Pick-Up Truck		Fiscal Year 2020	
Department: Water/Sewer		Category/Priority 1B	Article#
Date Acquired 7/6/2009		Item # DPW - VE-18	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL 10	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Trade in Amount \$			



Description and Justification

This request is to replace a 2009 Ford F-350 4x4 Pick-Up Truck. The existing truck will be 10 years old and will have reached its expected useful life. The truck is used by the Water and Sewer Department every day and must be reliable. The replacement includes snow plow.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	8,9	50,000			50,000		
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

**CAPITAL IMPROVEMENT PLAN
DETAIL SHEET**

Project Title: Road Maintenance - Easements Rte. 140		Fiscal Year: 2020 - TBD	
Department: Highway - 422		Category/Priority: 1B	Article#
Date Acquired		Item #: DPW - R	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount: \$	

Insert Picture	<u>Description and Justification</u>
	This project may require property takings, i.e. permanent/temporary construction easements. This is to support the Rt 140 design/construction project that was approved in FY2016.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint							
Other	7,10,14,15	100,000			100,000		

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 2005 John Deere Loader 544J		Fiscal Year 2021	
Department: Highway - 422		Category/Priority 1B	Article#
Date Acquired 9/14/2005		Item # DPW - VE-5	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

This request is to replace a 2005 John Deere 544J Loader. The equipment is used year-round and is important during snow removal operations. The equipment will be 15 years old and will have reached its expected useful life. Replacement includes snow plow and wing.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	1	175,000				175,000	
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 2010 Mack 6-Wheel Truck		Fiscal Year 2021	
Department: Highway - 422		Category/Priority 1B	Article#
Date Acquired 9/14/2009		Item # DPW - VE-15	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

This request is to replace a 2010 Mack 6-Wheel Truck. The existing piece of equipment will be more than 10 years old. The truck is used year-round and is important during snow removal operations. Replacement includes snow plow. This vehicle may be able to be moved out a few years on the Capital Plan and will be discussed next year.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	1	150,000				150,000	
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 2010 Elgin Pelican St. Sweeper		Fiscal Year 2021	
Department: Highway - 422		Category/Priority 1B	Article#
Date Acquired 6/29/2010		Item # DPW - VE-25	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

The existing piece of equipment will be more than 10 years old. It is used heavily in the spring to sweep and reclaim sand from the roads used during the winter. This piece of equipment may be able to be pushed out on the capital plan and will be discussed next year.

RECOMMENDED FUNDING

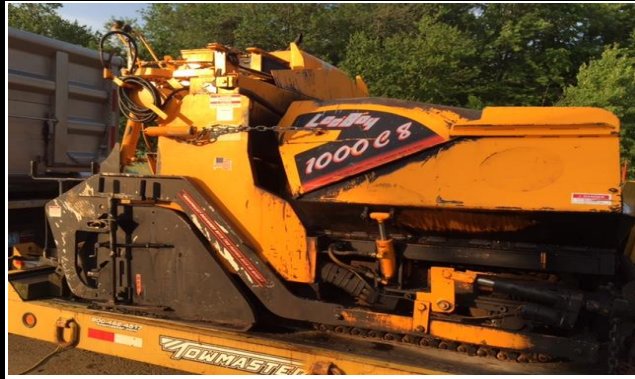
	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	10	200,000				200,000	
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 2000 Lee Boy Paver		Fiscal Year 2021	
Department: Highway - 422		Category/Priority 1B	Article#
Date Acquired 12/1/2000		Item # DPW - VE-27	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

This request is to replace a 2000 Lee Boy L8 1000T Paver. The equipment will be over 20 years old and used by the Highway Department when paving roads. The equipment will have reached its expected useful life.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	1	90,000				90,000	
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 2008 Trackless Tractor MT		Fiscal Year 2022	
Department: Highway - 422		Category/Priority 1B	Article#
Date Acquired 7/10/2008		Item # DPW - VE-3	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

This request is to replace a 2008 Trackless Tractor MT. The equipment will be over 10 years old and used by the Highway Department for road maintenance. The equipment will have reached its expected useful life.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	1	140,000					140,000
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title:	2005 Mack CV713 10-Wheel Truck	Fiscal Year	2022
Department:	Highway - 422	Category/Priority	1B Article#
Date Acquired	4/5/2005	Item #	DPW - VE-14
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Trade in Amount \$



Description and Justification

This request is to replace a 2005 Mack CV713 10 Wheel Truck. The equipment will be over 15 years old and used by the Highway Department for road maintenance. The truck is used year-round and is important during snow removal operations. The equipment will have reached its expected useful life.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	1	200,000					200,000
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 2011 Ford F150 Pickup Truck		Fiscal Year 2022	
Department: Highway - 422		Category/Priority 1B	Article#
Date Acquired 7/27/2011		Item # DPW - VE-28	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

This request is to replace a 2011 Ford F150 Pickup Truck. The equipment will be over 10 years old and used by the Highway Department. The equipment will have reached its expected useful life.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	1	40,000					40,000
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 2013 Ford Interceptor		Fiscal Year 2018	
Department: Police		Category/Priority 1B	Article#
Date Acquired 7/30/2012		Item # Police - VE-2	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL 3	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

Cruiser 7683 is assigned to up to three full-time officers and may also be used by part-time officers, out-of-town officers (for traffic control details) or other full-time officers while their assigned cruiser is being serviced or in use by another officer. This cruiser is often utilized 24 hours a day when being used on all three patrol shifts. In extremely cold weather this cruiser may run constantly (to protect medical equipment or keep the cruiser clear for immediate use) for several days at a time. Due to varying road conditions ranging from asphalt to dirt roads, wear and tear on suspension and other components are extensive. As a result, vehicle manufacturers estimate that 100,000 miles of use as a fleet police cruiser is equivalent to more than 250,000 miles of use by the average vehicle owner. As fleet vehicles age and mileage nears 100,000 our maintenance costs increase as we are not just replacing brakes and tires and performing periodic/preventative maintenance. We begin to repair or replace major components such as transmissions, air conditioning, and engine and suspension parts. There is also a very noticeable difference in vehicle handling characteristics as chassis components become worn and fatigued.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	1	45,000	45,000				
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

**CAPITAL IMPROVEMENT PLAN
DETAIL SHEET**

Project Title: 2007 B&W Radar 9000 Trailer		Fiscal Year 2018	
Department: Police		Category/Priority 1B	Article#
Date Acquired 10/31/2007		Item # Police - VE-8	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL 10	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

This trailer is used nearly year-round and functions well as a deterrent in areas of frequent speeding violations/complaints. A time of replacement it will be over 10 years old. The electronic components are of concern due to corrosion from the elements.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	1	20,000	20,000				
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 2009 Message Board		Fiscal Year 2018	
Department: Police		Category/Priority 1B	Article#
Date Acquired 7/1/2009		Item # Police - VE-12	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL 10	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

Originally obtained through a Homeland Security grant in 2009, our trailer-mounted message board has become one of our most-used pieces of equipment. We have found this to be an excellent medium for informing the public of hazards, traffic pattern changes and events. The trailer operates on battery power supplied by several heavy duty batteries allowing it to be displayed roadside for several days before needing recharging. This unfortunately also lends to extreme wear and tear as it spends its entire life outside in all weather extremes as well as being exposed to salt and calcium chloride used to treat roads despite our traffic officer's efforts to keep the trailer clean and wash corrosive elements away. This unit is stored outside when not being used roadside due to limited indoor stored space.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	1	18,000	18,000				
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 2008 Chevy Outlander		Fiscal Year 2018	
Department: Police		Category/Priority 1B	Article#
Date Acquired 12/14/2007		Item # Police - VE -14	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL 10	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

This vehicle is assigned to one detective and not routinely subjected to severe use or extended idle time unless providing back-up or responding to emergencies. Due to the primary function of this vehicle there is much less wear and tear and fatigue on this vehicle. Extensive corrosion to critical components due to salt and calcium used to treat roads during winter months often become the most limiting factor to the life span of the vehicle.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	1	35,000	35,000				
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Portable Radios		Fiscal Year 2018	
Department: Police	Category/Priority 1B	Article#	
Date Acquired 7/1/2011	Item # Police - BP-10		
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL 7	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

Portable radio technology has evolved from simply sending and receiving messages to enhancing officer safety. Our current radios have features to allow an officer to alert all other monitoring radios of an emergency by simply pressing a button. This alert will allow dispatch and other officers to hear a tone and read their radio display showing which officer has activated the alert. Current radios also have "caller-ID" technology to determine who is broadcasting a message. We look forward to GPS technology which will provide real-time locations of the radio/officer for improved officer safety. Interoperability with other public safety agencies has also improved dramatically and we expect it to continue to improve as we frequently work with other communities in daily activities as well as emergency preparedness/response.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	1	70,000	70,000				
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 2015 Ford Interceptor Utility		Fiscal Year 2019	
Department: Police		Category/Priority 1B	Article#
Date Acquired 5/9/2015		Item # Police - VE-4	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL 5	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

Cruiser 4073 is assigned to up to three full-time officers and may also be used by part-time officers, out-of-town officers (for traffic control details) or other full-time officers while their assigned cruiser is being serviced or in use by another officer. This cruiser is often utilized 24 hours a day when being used on all three patrol shifts. In extremely cold weather this cruiser may run constantly (to protect medical equipment or keep the cruiser clear for immediate use) for several days at a time. Due to varying road conditions ranging from asphalt to dirt roads, wear and tear on suspension and other components are extensive. As a result, vehicle manufacturers estimate that 100,000 miles of use as a fleet police cruiser is equivalent to more than 250,000 miles of use by the average vehicle owner. As fleet vehicles age and mileage nears 100,000 our maintenance costs increase as we are not just replacing brakes and tires and performing periodic/preventative maintenance. We begin to repair or replace major components such as transmissions, air conditioning, and engine and suspension parts. There is also a very noticeable difference in vehicle handling characteristics as chassis components become worn and fatigued.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	1	47,000		47,000			
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN

Project Title:	Bullet Proof Vests	Fiscal Year	2019
Department:	Police	Category/Priority	1B Article#
Date Acquired	10/22/2008	Item #	Police - BP-11
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL 5	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

Body armor manufacturers have universally adopted a five-year life expectancy for their products. Due to officer perspiration, movement, weather and wear and tear body armor must follow this replacement schedule. As ballistic protection materials improve body armor manufacturers have been able to provide a softer, thinner more comfortable product while maintaining proper ballistic protection.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	12	30,000		30,000			
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 2015 Ford Explorer Utility		Fiscal Year 2020	
Department: Police		Category/Priority 1B	Article#
Date Acquired 12/1/2014		Item # Police - VE-7	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL 5	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Trade in Amount \$			



Description and Justification

Cruiser 7606 is assigned to up to three full-time officers and may also be used by part-time officers, out-of-town officers (for traffic control details) or other full-time officers while their assigned cruiser is being serviced or in use by another officer. This cruiser is often utilized 24 hours a day when being used on all three patrol shifts. In extremely cold weather this cruiser may run constantly (to protect medical equipment or keep the cruiser clear for immediate use) for several days at a time. Due to varying road conditions ranging from asphalt to dirt roads, wear and tear on suspension and other components are extensive. As a result, vehicle manufacturers estimate that 100,000 miles of use as a fleet police cruiser is equivalent to more than 250,000 miles of use by the average vehicle owner. As fleet vehicles age and mileage nears 100,000 our maintenance costs increase as we are not just replacing brakes and tires and performing periodic/preventative maintenance. We begin to repair or replace major components such as transmissions, air conditioning, and engine and suspension parts. There is also a very noticeable difference in vehicle handling characteristics as chassis components become worn and fatigued.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	1	47,000			47,000		
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 2016 Ford Interceptor Utility		Fiscal Year 2020	
Department: Police		Category/Priority 1B	Article#
Date Acquired 12/1/2015		Item # Police - VE-9	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL 5	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Trade in Amount \$			



Description and Justification

2015 Ford Interceptor Utility currently has 100,000 miles. This vehicle is assigned to the department K-9 officer. In addition to equipment used in all patrol vehicles, this vehicle is also equipped with a rear seat K-9 compartment unit and numerous specific items for training, tracking and caring for the K-9. Due to this vehicle being assigned to just one officer reaching 100,000 miles took nearly six years as opposed to a typical fleet patrol cruiser doing so in about half that time. As fleet vehicles age and mileage nears 100,000 our maintenance costs increase as we are not just replacing brakes and tires and performing periodic/preventative maintenance. We begin to repair or replace major components such as transmissions, air conditioning, and engine and suspension parts. There is also a very noticeable difference in vehicle handling characteristics as chassis components become worn and fatigued.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	12	47,000			47,000		
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Dispatch Equipment		Fiscal Year 2020	
Department: Police		Category/Priority 1B	Article#
Date Acquired 1/1/2002		Item # Police - BP - 3	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL 20	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

The primary tool of the Dispatch is the dispatch console. The dispatch console is a system that interfaces to the radio system, allowing the dispatcher to communicate directly with all police officers, firefighters, and EMS personnel, and others in order to coordinate their activities. Dispatch uses various hardware and software to create dispatch.

The existing two-position, analog-based public safety dispatch console is almost twenty years old (Installed in 1996 but of older design) and is experiencing significant maintenance issues. There is no additional space available for needed expansion, which has resulted in a "patched" system of critical two-way radios and computer equipment. Some components are no longer manufactured, requiring innovative attempts to keep essential components operational. All police, fire, emergency medical services and public works personnel and equipment are dispatched from the Town's public safety dispatch center, located within the Police Department. This essential equipment is relied upon and expected to be fully operational on a 24/7 basis.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	3	100,000			100,000		
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Burg/Fire Alarm System			Fiscal Year: 2020	
Department: Police		Category/Priority: 1B	Article#	
Date Acquired: 1/1/2007		Item #: Police - BP-8		
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units: 1	EUL: 10	Trade In: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Trade in Amount: \$



Description and Justification

This is hardware and software designed to detect intrusion, unauthorized entry into a building or area. These alarms are used in residential, commercial, industrial properties for protection against burglary, theft, and property damage. With this service we currently charge \$200 annually.

The fire alarm system is a set of electronic devices/equipment working together to detect and alert people through visual and audio appliances when smoke/fire is present. These alarms may be activated from smoke detectors, heat detectors, water flow sensors, which are automatic or from a manual fire alarm pull station. With this service we currently charge \$200 annually.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint							
Other	2	50,000			50,000		

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 2013 Ford Interceptor Utility		Fiscal Year 2021	
Department: Police		Category/Priority 1B	Article#
Date Acquired 5/1/2015		Item # Police - VE-10	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL 3	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

Cruiser 78 is assigned to up to three full-time officers and may also be used by part-time officers, out-of-town officers (for traffic control details) or other full-time officers while their assigned cruiser is being serviced or in use by another officer. This cruiser is often utilized 24 hours a day when being used on all three patrol shifts. In extremely cold weather this cruiser may run constantly (to protect medical equipment or keep the cruiser clear for immediate use) for several days at a time. Due to varying road conditions ranging from asphalt to dirt roads, wear and tear on suspension and other components are extensive. As a result, vehicle manufacturers estimate that 100,000 miles of use as a fleet police cruiser is equivalent to more than 250,000 miles of use by the average vehicle owner. As fleet vehicles age and mileage nears 100,000 our maintenance costs increase as we are not just replacing brakes and tires and performing periodic/preventative maintenance. We begin to repair or replace major components such as transmissions, air conditioning, and engine and suspension parts. There is also a very noticeable difference in vehicle handling characteristics as chassis components become worn and fatigued.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	12	47,000				47,000	
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Police/Fire Radio Building		Fiscal Year: 2021	
Department: Police		Category/Priority: 1B	Article#
Date Acquired: 1/1/1998		Item #: Police - BP-4	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units: 1	EUL: 5	Trade In: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount: \$	



Description and Justification

This building houses police, fire and DPW radio systems. Due to the sensitive nature of this equipment this building is climate controlled and secure.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
P-4							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	1	75,000				75,000	
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Mobile Radios		Fiscal Year: 2021	
Department: Police	Category/Priority: 1B	Article#	
Date Acquired: 7/1/2011	Item #: Police - BP-17		
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL: 10	Trade In: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount: \$	



Description and Justification

Mobile radios are those radio systems mounted in cruisers. At time of replacement the radios will be more than 10 years old.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	1	55,000				55,000	
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

**CAPITAL IMPROVEMENT PLAN
DETAIL SHEET**

Project Title: 2011 Dodge Charger		Fiscal Year 2022	
Department: Police		Category/Priority 1B	Article#
Date Acquired 5/27/2011		Item # Police - VE-1	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL 10	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	

Insert Picture	<u>Description and Justification</u>
	This request is to replace the 2011 Dodge Charger.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	1	40,000					40,000
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET							
Project Title: 2015 Ford Explorer Utility (K9)						Fiscal Year 2022	
Department: Police			Category/Priority 1B			Article#	
Date Acquired 2/1/2015			Item # Police - VE-6				
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>		# of Units	EUL 10	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Trade in Amount \$	
Insert Picture			<u>Description and Justification</u>				
			This request is to replace the 2015 Ford Explorer Utility.				
RECOMMENDED FUNDING							
	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	12	55,000					55,000
Department Equipment							
Bldg Const/Repair/Maint							
Other							
Funding Source Legend							
(1) Capital Equipment Stabilization		(2) Building Stabilization		(3) Technology Stabilization		(4) General Stabilization	
(5) Free Cash		(6) Pension/Retirement Stabilization		(7) Road Stabilization		(8) Sewer Enterprise Fund	
(9) Water Enterprise Fund		(10) Ch 90		(11) Transfer Station Enterprise Fund		(12) Raise & Appropriate	
(13) Ambulance Receipts		(14) Borrowing		(15) Other		(16) Grant	

**CAPITAL IMPROVEMENT PLAN
DETAIL SHEET**

Project Title: Police/Dispatch Software		Fiscal Year 2022	
Department: Police		Category/Priority 1B	Article#
Date Acquired 1/1/2008		Item # Police - BP-5	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL 5	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	

Insert Picture	<u>Description and Justification</u>
	This request is to replace the dispatching software

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Fesiability Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint							
Other	3	150,000					150,000

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

**CAPITAL IMPROVEMENT PLAN
DETAIL SHEET**

Project Title: Cruiser Video Recorders			Fiscal Year: 2022	
Department: Police		Category/Priority: 1B	Article#	
Date Acquired: 7/1/2011		Item #: Police - BP-12		
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units: 1	EUL: 5	Trade In: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Trade in Amount: \$

Insert Picture	<u>Description and Justification</u>
	This request is to replace the cruiser video recorders

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Fesiability Study							
Design							
Department Vehicles							
Department Equipment	3	60,000					60,000
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 2001 KME Fire Engine		Fiscal Year 2018	
Department: Fire		Category/Priority 1B	Article#
Date Acquired 7/10/2001		Item # Fire - VE-9	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL 20	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

The request is money to refurbish Engine 2. This is a primary response vehicle and is used multiple times a day. It responds to medical, fire and other emergency related calls. It is used for hazardous material clean ups and various other duties. The purpose of this money will be mitigate corrosion and to extend the useful life of the vehicle.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	12	65,000	65,000				
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Portable Radios		Fiscal Year: 2018	
Department: Fire		Category/Priority: 1B	Article#
Date Acquired: 1/1/2003		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units: 2	EUL: 10	Trade In: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount: \$	



Description and Justification

This request is to replace the portable radios. The fire department had applied for a grant to fund this request but the grant request was denied.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	3	75,000	75,000				
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Cardiac Monitors		Fiscal Year: 2018	
Department: Fire	Category/Priority: 1B	Article#	
Date Acquired: 7/27/2007 (1) & 2010 (1)	Item #: Ambulance (Equipment)		
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units: 2	EUL: 10	Trade In: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount: \$	



Description and Justification

This is a scheduled replacement on the Capital Improvement Plan. Cardiac monitors are used on almost every medical call. These allow the paramedic to see what a patient's heart is doing so we can provide the best care needed for them.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	13	30,000	30,000				
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

**CAPITAL IMPROVEMENT PLAN
DETAIL SHEET**

Project Title: Public Safety Needs/Feasibility Study		Fiscal Year 2018	
Department: Police/Fire		Category/Priority 1B	Article#
Date Acquired		Item # Public Safety Building	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 2	EUL 10	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	

Description and Justification

This request is for money for feasibility study for the public safety he building. The public safety building requires updating and replacing of aging items within the building. The purpose of the study would be to address these needs as well attempt to address the space limitations that currently exist.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study	1	25,000	25,000				
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Air Breathing Compressor and Filling Station		Fiscal Year: 2019	
Department: Fire	Category/Priority: 1B	Article#	
Date Acquired: 1/1/1999	Item #: Fire - VE-12		
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units: 1	EUL: 15	Trade In: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount: \$	



Description and Justification

The request is to replace Air Breathing Compressor and Filling Station. This equipment is used to re-fill the SCBA bottles with breathable air as per the NFPA standards. The filling station must withstand a failure of 5000 psi. This equipment will be 20 years old at replacement time and will be at the end of its estimated useful life.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	1	35,000		35,000			
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 1999 KME Fire Engine		Fiscal Year 2020 - 2025	
Department: Fire		Category/Priority 1B	Article#
Date Acquired 4/5/1999		Item # Fire - VE-5	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL 20	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

The request is money to replace Engine 1. This is a primary response vehicle and is used multiple times a day. It responds to medical, fire and other emergency related calls. It is used for hazardous material clean ups and various other duties. Due to the lag time to build a new Fire Engine this request will either need to be voted on the 2017 Fall Town Meeting or the 2018 Annual Town Meeting

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	14	600,000			120,000	120,000	120,000
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 2011 GMC Cut Van Ambulance		Fiscal Year 2020	
Department: Fire	Category/Priority 1B	Article#	
Date Acquired 2/1/2012	Item # Ambulance		
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL 10	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

This is a scheduled replacement on the Capital Improvement Plan and is part of the Fire Departments continued rotation of equipment. There are two Ambulances in service and one is replaced every 5 years. The life of an Ambulance is 10 years.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	13	250,000			250,000		
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: 2013 Chevy Tahoe		Fiscal Year 2021	
Department: Fire		Category/Priority 1B	Article#
Date Acquired 9/1/2012		Item # Fire - VE-13	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL 8	Trade In Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
		Trade in Amount	



Description and Justification

This request is to replace the 2013 Chevy Tahoe. This vehicle is the primary vehicle for the and is used as a first response vehicle. This vehicle is use for responding to numerous medical, fire and rescue calls. One of two command and control vehicles that contains radio and communication equipment used during major incidents. The vehicle incurs excessive wear due to the nature of the job. It experiences long idle times and frequent above average driving conditions.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles	1	40,000				40,000	
Department Equipment							
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title:	1982 Boat and Trailer	Fiscal Year	2022
Department:	Fire	Category/Priority	1B
Date Acquired	9/21/1982	Item #	Fire - VE-16
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units 1	EUL 8	Trade In Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
		Trade in Amount	

	<p>Description and Justification</p> <p>This request is to replace a 1982 Boat and Trailer</p>
--	--

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	12	15,000					15,000
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Dispatch Radio System			Fiscal Year: 2018 - 2021	
Department: Technology		Category/Priority: 1B		Article#
Date Acquired			Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Trade in Amount \$

Insert Picture	<p>Description and Justification</p> <p>The request is to replace radio communication equipment currently utilized by Police, Fire and DPW. This is a multi-year project that started 3 years ago.</p> <p>FY2018 - inspect tower on South Ashburnham Rd and install 3 repeaters, Microwave Connection, Outdoor Enclosure, Battery Backup</p> <p>FY2019 - replace Emergency Management repeater in the Academy Hill Barn</p> <p>FY2020 - replace tower at the public safety building and new radio consoles</p> <p>FY2021 - Existing Tower at Mountain, 2 receiver, micro wave connection to Ellis,</p>
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RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	3	455,000	150,000	25,000	200,000	80,000	
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Computer Replacement		Fiscal Year 2018 - 2022	
Department: Technology		Category/Priority 1B	Article#
Date Acquired		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

The request is for the annual computer replacement program. This covers computer equipment, printers and software for all town departments.

Equipment Replacements Include: 5 PC's at the Town Hall, 1 laptop for the Town Hall/DPW, 2 PC's at the Library, 1 PC at DPW, 1 PC's for Police, 2 PC's for Dispatch, 1 PC for Fire, 1 of the Vehicle Laptops (Police)

Additional Hardware/Software

MSO 2016 Licenses (20 @ \$350) and MS SQL 2016 for THAPP01

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	12	184,000	33,000	35,000	37,000	39,000	40,000
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Technology Plan		Fiscal Year 2018	
Department: Technology		Category/Priority 1B	Article#
Date Acquired		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	

Insert Picture	<u>Description and Justification</u> The request is for upgrading the towns accounting software. The current software support will end on 12/31/17. This upgrade will not only extend the maintenance support but there are also some enhancements that will provide benefits. Some benefits include better support, extended user access, moving away from DOS based tasks and enhanced functionality.
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RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	3	25,000	25,000				
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET																							
Project Title: Technology Plan						Fiscal Year: 2019																	
Department: Technology				Category/Priority: 1B		Article#																	
Date Acquired				Item #																			
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>		# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Trade in Amount \$																	
Insert Picture			<u>Description and Justification</u>																				
			<p>The request is for upgrading the following</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Exchange Server</td> <td style="text-align: right;">\$20,000</td> </tr> <tr> <td>Projection System - Library 3rd Floor</td> <td style="text-align: right;">\$ 6,500</td> </tr> <tr> <td>System Library Cameras</td> <td style="text-align: right;">\$ 6,000</td> </tr> <tr> <td colspan="2" style="border-top: 1px dashed black;"></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$32,500</td> </tr> </table>					Exchange Server	\$20,000	Projection System - Library 3rd Floor	\$ 6,500	System Library Cameras	\$ 6,000			Total	\$32,500						
Exchange Server	\$20,000																						
Projection System - Library 3rd Floor	\$ 6,500																						
System Library Cameras	\$ 6,000																						
Total	\$32,500																						
RECOMMENDED FUNDING																							
	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year																				
			2018	2019	2020	2021	2022																
Feasibility Study																							
Design																							
Department Vehicles																							
Department Equipment	3	32,500		32,500																			
Bldg Const/Repair/Maint																							
Other																							
Funding Source Legend <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">(1) Capital Equipment Stabilization</td> <td style="width: 25%;">(2) Building Stabilization</td> <td style="width: 25%;">(3) Technology Stabilization</td> <td style="width: 25%;">(4) General Stabilization</td> </tr> <tr> <td>(5) Free Cash</td> <td>(6) Pension/Retirement Stabilization</td> <td>(7) Road Stabilization</td> <td>(8) Sewer Enterprise Fund</td> </tr> <tr> <td>(9) Water Enterprise Fund</td> <td>(10) Ch 90</td> <td>(11) Transfer Station Enterprise Fund</td> <td>(12) Raise & Appropriate</td> </tr> <tr> <td>(13) Ambulance Receipts</td> <td>(14) Borrowing</td> <td>(15) Other</td> <td>(16) Grant</td> </tr> </table>								(1) Capital Equipment Stabilization	(2) Building Stabilization	(3) Technology Stabilization	(4) General Stabilization	(5) Free Cash	(6) Pension/Retirement Stabilization	(7) Road Stabilization	(8) Sewer Enterprise Fund	(9) Water Enterprise Fund	(10) Ch 90	(11) Transfer Station Enterprise Fund	(12) Raise & Appropriate	(13) Ambulance Receipts	(14) Borrowing	(15) Other	(16) Grant
(1) Capital Equipment Stabilization	(2) Building Stabilization	(3) Technology Stabilization	(4) General Stabilization																				
(5) Free Cash	(6) Pension/Retirement Stabilization	(7) Road Stabilization	(8) Sewer Enterprise Fund																				
(9) Water Enterprise Fund	(10) Ch 90	(11) Transfer Station Enterprise Fund	(12) Raise & Appropriate																				
(13) Ambulance Receipts	(14) Borrowing	(15) Other	(16) Grant																				

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Technology Plan			Fiscal Year: 2020	
Department: Technology		Category/Priority: 1B	Article#	
Date Acquired		Item #		
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Trade in Amount \$

Insert Picture	<u>Description and Justification</u> The request is for upgrading the following Domain Controller Server \$ 8,000 Phone System - Library \$20,000 Digital Signage - TH Foyer \$10,000 Security Access Card System - PSB \$20,000 <div style="text-align: right; margin-top: 10px;"> ----- Total \$58,000 </div>
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RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	3	58,000			58,000		
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET							
Project Title: Technology Plan						Fiscal Year 2021	
Department: Technology				Category/Priority 1B		Article#	
Date Acquired				Item #			
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>		# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Trade in Amount \$	
Insert Picture			<u>Description and Justification</u>				
			The request is for Replacement of a Virtualized Server				
RECOMMENDED FUNDING							
	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	3	35,000				35,000	
Bldg Const/Repair/Maint							
Other							
Funding Source Legend <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">(1) Capital Equipment Stabilization</div> <div style="width: 50%;">(2) Building Stabilization</div> <div style="width: 50%;">(3) Technology Stabilization</div> <div style="width: 50%;">(4) General Stabilization</div> <div style="width: 50%;">(5) Free Cash</div> <div style="width: 50%;">(6) Pension/Retirement Stabilization</div> <div style="width: 50%;">(7) Road Stabilization</div> <div style="width: 50%;">(8) Sewer Enterprise Fund</div> <div style="width: 50%;">(9) Water Enterprise Fund</div> <div style="width: 50%;">(10) Ch 90</div> <div style="width: 50%;">(11) Transfer Station Enterprise Fund</div> <div style="width: 50%;">(12) Raise & Appropriate</div> <div style="width: 50%;">(13) Ambulance Receipts</div> <div style="width: 50%;">(14) Borrowing</div> <div style="width: 50%;">(15) Other</div> <div style="width: 50%;">(16) Grant</div> </div>							

CAPITAL IMPROVEMENT PLAN DETAIL SHEET							
Project Title: Technology Plan						Fiscal Year 2022	
Department: Technology				Category/Priority 1B		Article#	
Date Acquired				Item #			
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>		# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Trade in Amount \$	
Insert Picture			Description and Justification				
			<p>The request is for upgrading the following</p> <div style="display: flex; justify-content: space-between;"> Firewall of Town Hall and PSB \$10,000 </div> <div style="display: flex; justify-content: space-between;"> Replace Virtualized Server \$35,000 </div> <div style="text-align: right; margin-top: 10px;"> <p>-----</p> <p>Total \$45,000</p> </div>				
RECOMMENDED FUNDING							
	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	3	45,000					45,000
Bldg Const/Repair/Maint							
Other							
Funding Source Legend <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 25%;">(1) Capital Equipment Stabilization</div> <div style="width: 25%;">(2) Building Stabilization</div> <div style="width: 25%;">(3) Technology Stabilization</div> <div style="width: 25%;">(4) General Stabilization</div> <div style="width: 25%;">(5) Free Cash</div> <div style="width: 25%;">(6) Pension/Retirement Stabilization</div> <div style="width: 25%;">(7) Road Stabilization</div> <div style="width: 25%;">(8) Sewer Enterprise Fund</div> <div style="width: 25%;">(9) Water Enterprise Fund</div> <div style="width: 25%;">(10) Ch 90</div> <div style="width: 25%;">(11) Transfer Station Enterprise Fund</div> <div style="width: 25%;">(12) Raise & Appropriate</div> <div style="width: 25%;">(13) Ambulance Receipts</div> <div style="width: 25%;">(14) Borrowing</div> <div style="width: 25%;">(15) Other</div> <div style="width: 25%;">(16) Grant</div> </div>							

CAPITAL IMPROVEMENT PLAN DETAIL SHEET							
Project Title: Upgrade Telephone System						Fiscal Year 2018	
Department: Technology			Category/Priority 1B		Article#		
Date Acquired			Item #				
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>		# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Trade in Amount \$	
Insert Picture			<u>Description and Justification</u>				
			The request is for upgrading the phone system at the Town Hall				
RECOMMENDED FUNDING							
	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	3	35,000	35,000				
Bldg Const/Repair/Maint							
Other							
Funding Source Legend <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">(1) Capital Equipment Stabilization</div> <div style="width: 50%;">(2) Building Stabilization</div> <div style="width: 50%;">(3) Technology Stabilization</div> <div style="width: 50%;">(4) General Stabilization</div> <div style="width: 50%;">(5) Free Cash</div> <div style="width: 50%;">(6) Pension/Retirement Stabilization</div> <div style="width: 50%;">(7) Road Stabilization</div> <div style="width: 50%;">(8) Sewer Enterprise Fund</div> <div style="width: 50%;">(9) Water Enterprise Fund</div> <div style="width: 50%;">(10) Ch 90</div> <div style="width: 50%;">(11) Transfer Station Enterprise Fund</div> <div style="width: 50%;">(12) Raise & Appropriate</div> <div style="width: 50%;">(13) Ambulance Receipts</div> <div style="width: 50%;">(14) Borrowing</div> <div style="width: 50%;">(15) Other</div> <div style="width: 50%;">(16) Grant</div> </div>							

CAPITAL IMPROVEMENT PLAN DETAIL SHEET							
Project Title: Town Hall - AC Condenser						Fiscal Year 2018	
Department: Technology				Category/Priority 1B		Article#	
Date Acquired				Item #			
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>		# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Trade in Amount \$	
Insert Picture			<u>Description and Justification</u> The request is for replacing the AC Condenser in the Town Hall. The AC Condenser failed last year and sections of the Town Hall no longer have Air Conditioning				
RECOMMENDED FUNDING							
	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	2	78,000	78,000				
Bldg Const/Repair/Maint							
Other							
Funding Source Legend <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">(1) Capital Equipment Stabilization</div> <div style="width: 50%;">(2) Building Stabilization</div> <div style="width: 50%;">(3) Technology Stabilization</div> <div style="width: 50%;">(4) General Stabilization</div> <div style="width: 50%;">(5) Free Cash</div> <div style="width: 50%;">(6) Pension/Retirement Stabilization</div> <div style="width: 50%;">(7) Road Stabilization</div> <div style="width: 50%;">(8) Sewer Enterprise Fund</div> <div style="width: 50%;">(9) Water Enterprise Fund</div> <div style="width: 50%;">(10) Ch 90</div> <div style="width: 50%;">(11) Transfer Station Enterprise Fund</div> <div style="width: 50%;">(12) Raise & Appropriate</div> <div style="width: 50%;">(13) Ambulance Receipts</div> <div style="width: 50%;">(14) Borrowing</div> <div style="width: 50%;">(15) Other</div> <div style="width: 50%;">(16) Grant</div> </div>							

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Town Hall - Government Study		Fiscal Year 2018	
Department: Technology		Category/Priority 1B	Article#
Date Acquired		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	

Insert Picture	<u>Description and Justification</u> The request is to hire a consultant to assist with the Town Government Study
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RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment	15	22,000	22,000				
Bldg Const/Repair/Maint							
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: MHS - Repair Windows			Fiscal Year: 2018	
Department: Meetinghouse		Category/Priority: 2	Article#	
Date Acquired		Item #		
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Trade in Amount \$

Insert Picture	<p>Description and Justification</p> <p>The request is to repair and/or replace some windows in the Meeting House School. Many windows are completely inoperable and can no longer be utilized to add comfort for staff and students. The cost for this capital project is \$13,800.</p>
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RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	13,800	13,800				
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: MHS - Repave Playground		Fiscal Year 2018	
Department: Meetinghouse		Category/Priority 1B	Article#
Date Acquired		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

The request is for re-paving the playground at Meetinghouse. The surface has become uneven and pose a tripping hazard. Sub grade needs improvement and new pavement laid down to prevent injuries.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	12,000	12,000				
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: WES - Wireless Upgrade		Fiscal Year 2018	
Department: Westminster Elementary School		Category/Priority 1B	Article#
Date Acquired		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

The request is for a project to replace and upgrade the wireless access points at Westminster Elementary School. The existing system does not meet existing needs, especially on testing days. The upgrade infrastructure would place an access point in every classroom and common areas. In addition the wireless network would be brought up to current standards.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	30,000	30,000				
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title:	District - Phone System Replacement	Fiscal Year	2018
Department:	District School Department	Category/Priority	1B Article#
Date Acquired	Item #		
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Trade in Amount \$



Description and Justification

The request is for the replacement of the phone system in the superintendent's office. It is estimated that the current phone system was purchased in 1995. The system no longer keeps accurate time and has limited functionality. In addition it is not compatible with the current VOIP technologies. The total cost for this project is \$28,000 and Westminster's share is \$14,686

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	14,686	14,686				
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Oakmont - Fire Safety Panel		Fiscal Year 2018	
Department: Oakmont		Category/Priority 1B	Article#
Date Acquired		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

The request to replace the fire safety panel at Oakmont. The existing panel is obsolete and replacement parts are no longer being manufactured. The total cost for this project is \$35,000 and Westminster's share is \$19,859.

RECOMMENDED FUNDING

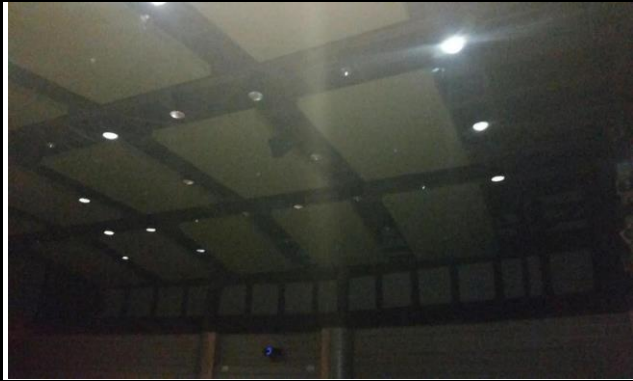
	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	19,859	19,859				
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Oakmont - Auditorium Lights		Fiscal Year 2018	
Department: Oakmont		Category/Priority 1B	Article#
Date Acquired		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

The request to replace some auditorium lights. A total of 46 lights are in some capacity not working properly. New LED fixtures will be installed at a rate of 1 - 3 providing better lighting and lower energy costs. The lights were not included in the recent performance contract. The total cost for this project is \$7,500 and Westminster's share is \$4,256.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	4,256	4,256				
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Oakmont - Walk Behind Floor Scrubber		Fiscal Year 2018	
Department: Oakmont		Category/Priority 1B	Article#
Date Acquired 6/22/1905		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

The request to replace the walk behind floor scrubber used at Oakmont. The exiting machine is 16 years old and in need of costly repairs. The is the only machine in the building and when it breaks down it leads to floors having to be hand washed. Hand washing takes much longer and is not cost effective. The total cost for a floor scrubber is \$8,100 and Westminster's portion is \$4,569.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	4,569	4,569				
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Oakmont - Exterior Board Replacement		Fiscal Year 2018 - 2020	
Department: Oakmont		Category/Priority 1B	Article#
Date Acquired		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

The request to repair boards on the exterior of Oakmont. The original board was improperly installed and not sealed until 8 years after it was in use. Sections of the boards are in various states of deterioration or have rotted away totally. This allows outside elements to permeate into the building causing issues such as leaks. This project has been broken up into six sections and the plan is to do two sections a year for the next three years. The total cost of this project is \$91,761 and Westminster's portion is \$52,066.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	52,066	11,192	22,559	18,315		
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Overlook - Network Cabling		Fiscal Year 2018	
Department: Overlook School		Category/Priority 1B	Article#
Date Acquired		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

This request is for repairing/replacing the network cabling infrastructure at Overlook Middle School. The cabling is from the original building project. In several spaces the existing cables were installed incorrectly (a single cable is used to service 2 jacks). This prevents connecting desktops to the networks at 1Gbps. Additionally, there are several areas of the building that need additional cables installed. The total cost of this project is \$60,000 and Westminster's portion is \$31,008.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	31,008	31,008				
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Overlook - Wireless Upgrade		Fiscal Year 2018	
Department: Overlook School		Category/Priority 1B	Article#
Date Acquired		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

The request is to replace and upgrade the wireless access points at Overlook Middle School. The existing system does not meet the current needs especially on testing days. The upgrade would place and access point in every classroom and common areas. In addition it would bring the wireless network up to current Wi-Fi standards. The total cost for this upgrade is \$35,000 and Westminster's portion is \$18,088.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	18,088	18,088				
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Overlook - Floor Replacement		Fiscal Year 2018 - 2022	
Department: Overlook School		Category/Priority 1B	Article#
Date Acquired		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	



Description and Justification

This request is for replacing classroom floors. Two to three classroom floors will be replaced. Old tiles will be removed and replaced with new VCT. This will allow for safer, cleaner and easier to maintain surfaces. This is part of a larger plan to eventually replace rugs that are nearing the end of their left span. The total cost of this project is \$50,000 and Westminster's portion is \$25,840. This project will span 5 years.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	25,840	5,168	5,168	5,168	5,168	5,168
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: MHS - Wireless Upgrade & New Cafeteria Tables			Fiscal Year: 2019	
Department: Meetinghouse		Category/Priority: 1B		Article#
Date Acquired			Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Trade in Amount \$

Insert Picture	<p>Description and Justification</p> <p>The request is for capital items at Meetinghouse and Westminster Elementary Schools:</p> <ul style="list-style-type: none"> • Wireless Upgrade (MHS) \$15,000 • New Cafeteria Tables (MHS) \$13,200 <hr style="border: 0; border-top: 1px dashed black;"/> <p style="text-align: right;">Total \$28,200</p>
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RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	28,200		28,200			
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

**CAPITAL IMPROVEMENT PLAN
DETAIL SHEET**

Project Title: District - Security System Phase 2		Fiscal Year 2019	
Department: District School Department		Category/Priority 1B	Article#
Date Acquired		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	

<div style="border: 1px solid black; height: 150px; display: flex; align-items: center; justify-content: center;"> Insert Picture </div>	<u>Description and Justification</u> The request is for upgrading the security system. The total cost for this project is \$80,000 and Westminster's portion is \$41,960
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RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	41,960		41,960			
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Overlook - Locker Replacement - 7th grade wing		Fiscal Year 2019	
Department: District School Department		Category/Priority 1B	Article#
Date Acquired		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	

<p style="text-align: center;">Insert Picture</p>	<p>Description and Justification</p> <p>The request is for replacing lockers at Overlook. The total cost for this project is \$32,000 and Westminster's portion is \$16,538</p>
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RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	16,538		16,538			
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Oakmont - Floor Scrubber		Fiscal Year 2019	
Department: Oakmont		Category/Priority 1B	Article#
Date Acquired		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	

<p style="text-align: center;">Insert Picture</p>	<p>Description and Justification</p> <p>The request is for the purchase of a new ride on floor scrubber. The total cost for this project is \$16,500 and Westminster's portion is \$9,362.</p>
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RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	9,362		9,362			
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Oakmont - New Generator Fuel Tank			Fiscal Year 2019	
Department: Oakmont		Category/Priority 1B	Article#	
Date Acquired		Item #		
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Trade in Amount \$

Insert Picture	<u>Description and Justification</u> The request is for the purchase of a new generator fuel tank. The total cost for this project is \$10,000 and Westminster's portion is \$5,674.
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RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	5,674		5,674			
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET																							
Project Title: MHS - Re-surface Gym Floor						Fiscal Year 2020																	
Department: Meetinghouse			Category/Priority 1B		Article#																		
Date Acquired			Item #																				
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			Trade in Amount \$																	
Insert Picture		<u>Description and Justification</u> The request is for capital items at Meetinghouse and Westminster Elementary Schools. The gym floor needs to be resurfaced. This will protect the floor and extend the life.																					
RECOMMENDED FUNDING																							
	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year																				
			2018	2019	2020	2021	2022																
Feasibility Study																							
Design																							
Department Vehicles																							
Department Equipment																							
Bldg Const/Repair/Maint	2	15,000			15,000																		
Other																							
Funding Source Legend <table style="width: 100%; border: none;"> <tr> <td>(1) Capital Equipment Stabilization</td> <td>(2) Building Stabilization</td> <td>(3) Technology Stabilization</td> <td>(4) General Stabilization</td> </tr> <tr> <td>(5) Free Cash</td> <td>(6) Pension/Retirement Stabilization</td> <td>(7) Road Stabilization</td> <td>(8) Sewer Enterprise Fund</td> </tr> <tr> <td>(9) Water Enterprise Fund</td> <td>(10) Ch 90</td> <td>(11) Transfer Station Enterprise Fund</td> <td>(12) Raise & Appropriate</td> </tr> <tr> <td>(13) Ambulance Receipts</td> <td>(14) Borrowing</td> <td>(15) Other</td> <td>(16) Grant</td> </tr> </table>								(1) Capital Equipment Stabilization	(2) Building Stabilization	(3) Technology Stabilization	(4) General Stabilization	(5) Free Cash	(6) Pension/Retirement Stabilization	(7) Road Stabilization	(8) Sewer Enterprise Fund	(9) Water Enterprise Fund	(10) Ch 90	(11) Transfer Station Enterprise Fund	(12) Raise & Appropriate	(13) Ambulance Receipts	(14) Borrowing	(15) Other	(16) Grant
(1) Capital Equipment Stabilization	(2) Building Stabilization	(3) Technology Stabilization	(4) General Stabilization																				
(5) Free Cash	(6) Pension/Retirement Stabilization	(7) Road Stabilization	(8) Sewer Enterprise Fund																				
(9) Water Enterprise Fund	(10) Ch 90	(11) Transfer Station Enterprise Fund	(12) Raise & Appropriate																				
(13) Ambulance Receipts	(14) Borrowing	(15) Other	(16) Grant																				

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: District - 2011 Dump Truck - Replacement		Fiscal Year 2020	
Department: District School Department		Category/Priority 1B	Article#
Date Acquired 2011		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	

<p style="text-align: center;">Insert Picture</p>	<p>Description and Justification</p> <p>The request is for replacing a 2011 Dump Truck. The total cost for this project is \$80,430 and Westminster's portion is \$42,186.</p>
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RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	42,186			42,186		
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: Overlook - Bathroom Partition Replacement		Fiscal Year 2020	
Department: District School Department		Category/Priority 1B	Article#
Date Acquired 2011		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	

<p style="text-align: center;">Insert Picture</p>	<p>Description and Justification</p> <p>The request is for replacing the bathroom partition. The total cost for this project is \$32,150 and Westminster's portion is \$16,615.</p>
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RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	16,615			16,615		
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title:	Overlook - Bleachers in Gym	Fiscal Year	2020
Department:	District School Department	Category/Priority	1B Article#
Date Acquired	2011	Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Trade in Amount \$

<p style="text-align: center; font-size: 1.2em;">Insert Picture</p>	<p>Description and Justification</p> <p>The request is for replacing the bleachers in the gym. The total cost for this project is \$55,000 and Westminster's portion is \$28,424.</p>
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RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	28,424			28,424		
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

**CAPITAL IMPROVEMENT PLAN
DETAIL SHEET**

Project Title: MHS - Foyer Work		Fiscal Year 2021	
Department: Meetinghouse		Category/Priority 1B	Article#
Date Acquired		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	

Insert Picture	<u>Description and Justification</u>
	The request is for repair on the foyer at Meetinghouse School.

RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	150,000				150,000	
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET

Project Title: District - 2013 F350 Ford Truck with Plow		Fiscal Year 2021	
Department: District School Department		Category/Priority 1B	Article#
Date Acquired 2013		Item #	
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Trade in Amount \$	

Insert Picture	<p>Description and Justification</p> <p>The request is for the replacement of a 2013 F350 Ford Truck with Plow. The total cost for this project is \$40,000 and Westminster's portion is \$20,980.</p>
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RECOMMENDED FUNDING

	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year				
			2018	2019	2020	2021	2022
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint	2	20,980				20,980	
Other							

Funding Source Legend

- | | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| (1) Capital Equipment Stabilization | (2) Building Stabilization | (3) Technology Stabilization | (4) General Stabilization |
| (5) Free Cash | (6) Pension/Retirement Stabilization | (7) Road Stabilization | (8) Sewer Enterprise Fund |
| (9) Water Enterprise Fund | (10) Ch 90 | (11) Transfer Station Enterprise Fund | (12) Raise & Appropriate |
| (13) Ambulance Receipts | (14) Borrowing | (15) Other | (16) Grant |

CAPITAL IMPROVEMENT PLAN DETAIL SHEET																							
Project Title: Oakmont - Network Cabling Upgrade						Fiscal Year 2021																	
Department: Oakmont			Category/Priority 1B			Article#																	
Date Acquired			Item #																				
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>		# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Trade in Amount \$																	
Insert Picture			<u>Description and Justification</u>																				
			The request is for a network cabling upgrade project at Oakmont. The total cost for this project is \$60,000 and Westminster's portion is \$34,044.																				
RECOMMENDED FUNDING																							
	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year																				
			2018	2019	2020	2021	2022																
Feasibility Study																							
Design																							
Department Vehicles																							
Department Equipment																							
Bldg Const/Repair/Maint	2	34,044				34,044																	
Other																							
Funding Source Legend <table style="width: 100%; border: none;"> <tr> <td>(1) Capital Equipment Stabilization</td> <td>(2) Building Stabilization</td> <td>(3) Technology Stabilization</td> <td>(4) General Stabilization</td> </tr> <tr> <td>(5) Free Cash</td> <td>(6) Pension/Retirement Stabilization</td> <td>(7) Road Stabilization</td> <td>(8) Sewer Enterprise Fund</td> </tr> <tr> <td>(9) Water Enterprise Fund</td> <td>(10) Ch 90</td> <td>(11) Transfer Station Enterprise Fund</td> <td>(12) Raise & Appropriate</td> </tr> <tr> <td>(13) Ambulance Receipts</td> <td>(14) Borrowing</td> <td>(15) Other</td> <td>(16) Grant</td> </tr> </table>								(1) Capital Equipment Stabilization	(2) Building Stabilization	(3) Technology Stabilization	(4) General Stabilization	(5) Free Cash	(6) Pension/Retirement Stabilization	(7) Road Stabilization	(8) Sewer Enterprise Fund	(9) Water Enterprise Fund	(10) Ch 90	(11) Transfer Station Enterprise Fund	(12) Raise & Appropriate	(13) Ambulance Receipts	(14) Borrowing	(15) Other	(16) Grant
(1) Capital Equipment Stabilization	(2) Building Stabilization	(3) Technology Stabilization	(4) General Stabilization																				
(5) Free Cash	(6) Pension/Retirement Stabilization	(7) Road Stabilization	(8) Sewer Enterprise Fund																				
(9) Water Enterprise Fund	(10) Ch 90	(11) Transfer Station Enterprise Fund	(12) Raise & Appropriate																				
(13) Ambulance Receipts	(14) Borrowing	(15) Other	(16) Grant																				

CAPITAL IMPROVEMENT PLAN DETAIL SHEET							
Project Title: School Capital Projects						Fiscal Year 2022	
Department: Meetinghouse & WES			Category/Priority 1B		Article#		
Date Acquired			Item #				
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			Trade in Amount \$	
Insert Picture		Description and Justification The request is for capital items at Meetinghouse and Westminster Elementary Schools: <ul style="list-style-type: none"> Motorized Partition - Gym/Cafeteria (MHS) \$36,600 Generator (MHS) \$52,000 Tractor (WES) \$38,000 <hr style="border: 0; border-top: 1px dashed black;"/> <div style="text-align: right;">Total \$126,600</div>					
		RECOMMENDED FUNDING					
		Source of Funds		Total Cost		Estimated Expenditures by Fiscal Year	
2018	2019					2020	2021
Feasibility Study							
Design							
Department Vehicles							
Department Equipment							
Bldg Const/Repair/Maint		2	126,600				126,600
Other							
Funding Source Legend <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 50%;">(1) Capital Equipment Stabilization</div> <div style="width: 50%;">(2) Building Stabilization</div> <div style="width: 50%;">(3) Technology Stabilization</div> <div style="width: 50%;">(4) General Stabilization</div> <div style="width: 50%;">(5) Free Cash</div> <div style="width: 50%;">(6) Pension/Retirement Stabilization</div> <div style="width: 50%;">(7) Road Stabilization</div> <div style="width: 50%;">(8) Sewer Enterprise Fund</div> <div style="width: 50%;">(9) Water Enterprise Fund</div> <div style="width: 50%;">(10) Ch 90</div> <div style="width: 50%;">(11) Transfer Station Enterprise Fund</div> <div style="width: 50%;">(12) Raise & Appropriate</div> <div style="width: 50%;">(13) Ambulance Receipts</div> <div style="width: 50%;">(14) Borrowing</div> <div style="width: 50%;">(15) Other</div> <div style="width: 50%;">(16) Grant</div> </div>							

CAPITAL IMPROVEMENT PLAN DETAIL SHEET																							
Project Title: School Capital Projects						Fiscal Year 2022																	
Department: Oakmont			Category/Priority 1B		Article#																		
Date Acquired			Item #																				
Purchase <input checked="" type="checkbox"/> Lease <input type="checkbox"/>	# of Units	EUL	Trade In Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			Trade in Amount \$																	
Insert Picture		<u>Description and Justification</u> The request is for a new chiller unit at Oakmont. The existing unit will be reaching the end of its useful life in FY2022. The total cost for this project is \$750,000 and Westminster's portion is \$425,550.																					
RECOMMENDED FUNDING																							
	Source of Funds	Total Cost	Estimated Expenditures by Fiscal Year																				
			2018	2019	2020	2021	2022																
Feasibility Study																							
Design																							
Department Vehicles																							
Department Equipment																							
Bldg Const/Repair/Maint	2	425,550					425,550																
Other																							
Funding Source Legend <table style="width: 100%; border: none;"> <tr> <td>(1) Capital Equipment Stabilization</td> <td>(2) Building Stabilization</td> <td>(3) Technology Stabilization</td> <td>(4) General Stabilization</td> </tr> <tr> <td>(5) Free Cash</td> <td>(6) Pension/Retirement Stabilization</td> <td>(7) Road Stabilization</td> <td>(8) Sewer Enterprise Fund</td> </tr> <tr> <td>(9) Water Enterprise Fund</td> <td>(10) Ch 90</td> <td>(11) Transfer Station Enterprise Fund</td> <td>(12) Raise & Appropriate</td> </tr> <tr> <td>(13) Ambulance Receipts</td> <td>(14) Borrowing</td> <td>(15) Other</td> <td>(16) Grant</td> </tr> </table>								(1) Capital Equipment Stabilization	(2) Building Stabilization	(3) Technology Stabilization	(4) General Stabilization	(5) Free Cash	(6) Pension/Retirement Stabilization	(7) Road Stabilization	(8) Sewer Enterprise Fund	(9) Water Enterprise Fund	(10) Ch 90	(11) Transfer Station Enterprise Fund	(12) Raise & Appropriate	(13) Ambulance Receipts	(14) Borrowing	(15) Other	(16) Grant
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(9) Water Enterprise Fund	(10) Ch 90	(11) Transfer Station Enterprise Fund	(12) Raise & Appropriate																				
(13) Ambulance Receipts	(14) Borrowing	(15) Other	(16) Grant																				

Town of Westminster
Appendix
Financial Policies

TOWN OF WESTMINSTER
Capital Improvement Budget Policies
Updated as of 9/16/14

Purpose:

The Capital Improvement Plan (CIP) is a multi-year plan used to determine the financing and timing of capital projects for the Town of Westminster. It contains a list of capital projects proposed for the Town within the next five years and reflects the recommendations of citizens, boards, commissions, and staff from each of the Town departments. The CIP provides an overview of each proposed project and lists the cost, funding method and the fiscal year the estimated expenditures will take place.

Policy:

1. The Town will develop a multi-year capital plan following the Town's adopted financial policies and priorities. The Capital Planning Committee may consider items not currently on the multi-year capital plan in order for the Town to take advantage of time sensitive opportunities, alternative funding sources, and in cases of public safety.
2. The Town Capital Planning Committee will recommend an annual capital budget based on the multi-year capital improvement plan.
3. The Town departments, Committees and Boards will develop their capital equipment replacement plan to be included in the multi-year capital plan. Additionally, the Departments, Committees, and Boards should estimate any additional maintenance costs on that equipment, to be included in the development of the Town's operating budget.
4. Capital needs shall be identified and placed on the capital plan regardless of funding source. No additional capital equipment shall be acquired outside of the capital plan. (For example, donated, department transfer, and grant funded purchases).
5. The Town will maintain all its assets at a level adequate to protect the Town's capital investment and to minimize future maintenance and replacement costs.
6. The Town, as part of its capital planning process, will project its equipment replacement and maintenance needs for at least the next 5 years and will update this projection each year. From this projection, a maintenance and replacement schedule will be developed and followed.
7. The Capital Planning Committee will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to Town Meeting for approval.
8. The Capital Planning Committee will determine the least costly financing method for all new projects.
9. Future capital requests that are targeted for funding from Stabilization Funds should be noted in the CIP. The CIP should also show the current Stabilization Fund balances and the balances based on the future capital requests.
10. If capital equipment is acquired for free, it should be replaced for free to prevent fleet creep.
11. For seldom used equipment, departments should look into renting, leasing or borrowing equipment when possible.

TOWN OF WESTMINSTER
Debt Management Policy
Updated as of 9/16/14

Purpose:

- To establish criteria for the issuance of debt obligations so as not to exceed acceptable levels of indebtedness,
- To incorporate the Town's Capital Improvement Plan, which reflects a commitment to meet infrastructure needs through a planned program of future financing,
- To make available to investors and rating agencies evidence of the Town's commitment to financial management, and
- To state the guiding principles and general policies related to debt management.

Policy:

1. The Town will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues
2. On an annual basis, the Town Treasurer in conjunction with the Town Accountant and Capital Planning Committee will evaluate debt-funding scenarios, including proposed lease-purchase financings, as part of its annual Five-Year Capital Improvement Program process in order to prioritize future financing needs.
3. Total annual debt service for general obligation debt (principal & interest) should not exceed 5% of total annual estimated operating revenue¹.
4. Total general-obligation debt will not exceed that provided in the state statute under Mass General Laws Chapter 44 Section 10 which is 5% of Equalized Valuations².
5. The Town will finance capital projects through the issuance of debt for the shortest period practical but in any event not in excess of the anticipated useful life of the financed asset.
6. Where possible, the Town will use special assessment, revenues or other self-supporting bonds, instead of general obligation bonds.
7. The Town will not fund current operating expenditures through the issuance of debt (other than in connection with the issuance of tax anticipation notes).
8. During emergency situations, the Town may issue debt to provide emergency infrastructure repairs or replacement.
9. The Town may issue bond anticipation notes as a form of short-term permanent financing (generally up to five years under the current statutes) by renewing the notes over a number of years and reducing the principal amount of notes on renewal.
10. When bond anticipation notes are issued on capital projects that require long term financing, the Town will retire bond anticipation debt within six months after completion of the project.
11. The Town will maintain good communications with bond rating agencies about its financial condition. The Town will follow a policy of full disclosure on every financial report and bond prospectus per SEC regulations.

¹ Total annual estimated operating revenue is the Town's combined estimated local receipts, state aid & property taxes

² An estimate of the full and fair cash value of all property in the Commonwealth as of a certain taxable date

TOWN OF WESTMINSTER
Reserve Policy
Updated as of 9/16/14

Purpose:

- To establish criteria for determining target balances for free cash and stabilization funds.
- To improve financial planning and help preserve the Town's financial position and credit rating.
- To incorporate funding of the Town's Capital Improvement Plan, which reflects a commitment to meet infrastructure needs through a planned program of future financing.

Free Cash Policy:

1. The Town will strive to generate an annual certified free cash balance in an amount equal to 3 to 5 percent of its total annual estimated operating revenue¹.
2. Free cash will be considered a non-recurring revenue source and should only be used to fund one- time expenditures, a capital purpose or to replenish other reserves and should not be used to directly supplement current year departmental operations.
3. Free cash will not be depleted in any years, so that the following year's calculation will begin with a positive balance. A minimum balance of \$250,000 should be maintained annually.
4. The use of free cash requires an appropriation by Town meeting and must never be used unless certified by the Department of Revenue.
5. If free cash is used to stabilize the tax levy, the Town should retain an incrementally larger portion of free cash as unexpended to either serve as a beginning point in the subsequent year's free cash calculation, or to fund one-time capital purchases or the stabilization fund. For example when distributing the certified free cash to the stabilization funds the amount of free cash held back should include the amount forecasted to be used in the next fiscal year to stabilize the tax levy and the minimum balance amount listed above.

Stabilization Fund Policy:

1. The Town will strive to maintain minimum stabilization fund balances as follows:

Stabilization Fund- General	\$1,000,000
Stabilization Fund-Capital Equipment	\$200,000
Stabilization Fund-Building Maintenance	\$100,000
Stabilization Fund-Technology	\$50,000
Stabilization Fund-Other Post-Employment Benefits	\$50,000
Stabilization Fund-Road Maintenance	\$50,000

(The total combined balances in all funds may not exceed 10% of Equalized Valuation²)

2. The Town will restrict the use of stabilization funds to non-recurring expenditures and capital needs.
3. In accordance with Mass General Law, all appropriations into and out of the stabilization funds require a 2/3 vote of Town meeting.
4. Expenditures from stabilization funds shall be restricted to the specific purpose for which the fund was established (unless a transfer to another existing stabilization fund) and may include debt service.

¹ Total annual estimated operating revenue is the Town's combined estimated local receipts, state aid & property taxes

² An estimate of the full and fair cash value of all property in the Commonwealth as of a certain taxable date